

## Champaign County Job Description

**Job Title:** Deputy Sheriff - Investigations

**Department:** Sheriff

**Reports To:** Captain - Investigations

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - FOP Law Enforcement

**Prepared Date:** May, 2017

**SUMMARY** Investigates criminal and non-criminal complaints and provides technical assistance to patrol personnel in Champaign County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Interviews victims, suspects and witnesses.

Testifies in court.

Executes search and arrest warrants.

Aids prosecutors in case preparation.

Shares information with various agencies.

Supervises crime scene investigations and makes sketches.

Conducts bomb and arson investigations.

Makes controlled drug buys and makes field tests for suspected narcotics.

Prepares evidence and cases.

Fingerprints individuals.

Prepares and updates written reports and reads reports of other investigators.

Provides "on-call" service.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) and one year of investigative related experience; or equivalent combination of education and experience. Requires thorough knowledge of State Statues regarding civil and criminal area. Requires thorough knowledge of investigative techniques and the ability to ferret out information. Requires skill in the use of a variety of investigative equipment.

**LANGUAGE SKILLS** Ability to read and interpret documents such as police regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of the public or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to use effective deductive reasoning is essential.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee may occasionally have to physically restrain arrestees and engage in physical confrontation to take actively resisting persons into custody.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasionally at crime site or nearby. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Note:** This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.