

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: BUREAU CHIEF / INVESTIGATIONS
CLASS CODE: 1126
EFFECTIVE DATE: 2/3/98 (Revised 6/24/91 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: County Attorney

JOB SUMMARY

Under the general supervision of the County Attorney, performs administrative, supervisory, and investigative work.

CLASS CHARACTERISTICS

This is the bureau director classification level relating to County-wide investigations work assigned to the Attorney's Office.

ESSENTIAL FUNCTIONS

Coordinates inter-bureau investigations and activities.

Assigns work to, supervises, and evaluates the performance of investigators and clerical support.

Provides criminal intelligence information to local law enforcement agencies on a need-to-know basis.

Conducts and supervises pre-trial investigations including investigations initiated by the Utah County Attorney's Office and investigations that are more complex and sensitive than are usually handled by local law enforcement agencies.

Assists prosecutors with pre-trial and pre-hearing preparations.

Appraises status of prosecutions in terms of scope and complexity of investigations.

Investigates complicated fraud, white collar crimes, and crimes of an economic nature.

Arrests persons who commit offenses.

Investigates charges of misconduct on the part of public agencies and public officials.

Performs Internal Affairs investigations for Utah County and other police agencies as requested.

Performs officer-involved shooting investigations as directed by the County Attorney.

Presents testimony before the court.

Coordinates with federal, state, and local law enforcement agencies to resolve crimes.

Represents Utah County on the high-level organized crime intelligence network.

Determines completeness of information, adequacy of evidence, and general preparedness of various cases for prosecution.

Staffs cases with attorneys.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in reading, writing, math, and interpersonal communication; Ability to prepare legal reports and documents; Ability to think logically; Knowledge of general law, state statutes, and case law precedents; Ability to perform legal research and locate reference materials; Knowledge of court procedures and rules; Skill in coordinating and

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organizing investigative work; Skill in problem solving and decision making; Ability to apply legal principles and knowledge to individualized cases; Ability to organize facts, analyze evidence, and apply precedents of legal issues; Ability to work under deadline pressure; Ability to handle stress from dealing with highly confidential and complex information; and Ability to maintain cooperative relationships with the public and other County employees.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 40 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from criminals.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree with major study in police science, criminology, accounting, business, or a closely related field; four (4) years law enforcement work experience; and five (5) years investigation work experience –Two (2) of these years must have been in a supervisory capacity. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah driver's license; and must possess and maintain current law enforcement officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.