



Career Service Authority
Senior Criminal/Civil Investigator

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance level investigative work relating to criminal and civil cases.

DISTINGUISHING CHARACTERISTICS

The Senior Criminal/Civil Investigator performs full performance level criminal/civil investigation work. This class is distinguished from the Civil/Criminal Investigator class that performs standard level civil/criminal investigation work.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Locates and interviews victims, witnesses, and suspects for information pertaining to the investigation.

Determines investigative technique, gathers, evaluates, and preserves evidence, analyzes the evidence, and determines the presence or absence of criminal activity.

Prepares investigative reports with recommendations for future management of the case.

Organizes case materials for review with other law enforcement staff and applicable City agencies subsequent to filing with the court or civil litigation against the city.

Prepares affidavits for arrest warrant, search warrants, and subpoenas, serves parties involved in legal action, and may prepare interrogatories, production requests, and answers in civil litigation.

Delivers testimony in court as an advisory witness.

By position, visits crime scenes or accident sites to conduct searches, collect data, and take photographs.

By position, instructs individuals in the detection and avoidance of hazardous or fraudulent activities.

By position, mediate between businesses and consumers over conflicting claims about products or services.

By position, investigates claims against the City, determines the City's liability, and establishes the amount of the settlement.

By position, prepares court exhibits.

By position, assigns work to support staff, trains new staff members, and provides performance feedback.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Oral Communications - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Legal Government and Jurisprudence - Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Flexibility - Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Self-Esteem - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Memory - Recalls information that has been presented previously.

Problem Solving - Identifies problems, determines accuracy and relevance of information, uses sound judgement to generate and evaluate alternatives, and makes recommendations.

Decision Making - Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

Self-Management - Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

Creative Thinking - Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new method where established methods and procedures are inapplicable or are unavailable.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self learning and development.

Information - Identifies a need for and knows where or how to gather information.

Management - Organizes and maintains information or information management.

Leadership - Influences, motivates, and challenges others and adapts leadership styles to a variety of situations.

Spatial Orientation - Knows one's location in relation to the environment, determines where other objects are in relation to one's self (for example, when using a map).

Knowledge of investigation techniques sufficient to be able to conduct comprehensive investigations.

Skill in investigating and analyzing information relative to the work assignment.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force on an object so that it is moving to the person.

Pulling: exerting force on an object so that it is moving to the person.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Makes home visits.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to varying and unpredictable situations.

Exposed to unpleasant elements (accidents, injuries, and illness).

Handles emergency or crisis situations.

Subject to may interruptions.

Pressure due to lengthy interviews and interrogations.

Education Requirement:

Baccalaureate Degree in Business or Public Administration, Criminal Justice, Corrections, Psychology, Sociology, or a directly related field.

Experience Requirement:

Three years of experience conducting comprehensive investigations of complex criminal and civil cases.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Possession of valid Colorado Class "R" Driver's License at the time of application

By position, requires certification as a Colorado Peace Officer at the time of application.

CLASS DETAIL

FLSA CODE: Non exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 05/16/2002

REVISED BY: Patricia Anderson

CLASS HISTORY Revised class specification.