



YORK COUNTY GOVERNMENT
invites applications for the position of:

Senior Investigator

SALARY: \$20.72 - \$29.01 Hourly
\$43,103.59 - \$60,345.02 Annually

OPENING DATE: 10/06/16

CLOSING DATE: 10/19/16 11:59 PM

DESCRIPTION:

CLASSIFICATION TITLE: Senior Investigator

DEPARTMENT: Public Defender

SUMMARY:

The purpose of this position is to conduct investigations of crimes or suspected criminal activity committed in Union County and other matters as requested by the Public Defender, Deputy Public Defender and the Public Defender's Office attorneys; to provide material and administrative support for the investigative process by gathering, sorting, and distributing forensic and legal information related to cases; to conduct thorough investigations for trial preparation, and to perform related work as required. The position works within a general outline of work to be performed, and develops work methods and sequences under general supervision. This position also helps coordinate and manage the initial intake process of all new public defender office clients in the jail.

EXAMPLES OF DUTIES:

ESSENTIAL TASKS:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Interviews witnesses, officers, complainants, and informants to gather relevant information; gathers and reviews police reports, lab reports, statements, warrants, tickets, autopsy reports, medical reports, photos, digital media, and other pieces of evidence.

Investigates and helps prepare to defend at trial crimes, primarily in the area of murder, criminal sexual conduct, and other violent felonies however may be required to assist in the preparation/investigation of minor felonies as well when necessary.

Operates a county vehicle; operates a computer, audio-visual equipment and standard office equipment; exercises care and safety in the use and maintenance of vehicles, equipment, and tools.

Reviews the work of officers for completeness and accuracy as that relates to defending cases in court and makes recommendations as appropriate to attorneys as to how best to exploit the deficiencies.

Performs duties related to preparing a defense case for trial.

Conduct intake interviews of new public defender clients in the jail, perform time-sensitive tasks needed to be done in the early phases of a case, and be part of a team that ensures that all new public defender clients are seen in the jail within 72 hours of incarceration.

Remains on call 24 hours a day, seven days a week for emergency response.

York County Government and York County Museum Employment Opportunities



Job Title: Senior Investigator
Opening Date/Time: Thu. 10/06/16 12:00 AM Eastern Time
Closing Date/Time: Wed. 10/19/16 11:59 PM Eastern Time
Salary: \$20.72 - \$29.01 Hourly
 \$43,103.59 - \$60,345.02 Annually
Job Type: Full Time
Location: Union County Public Defender, 210 West Main Street, Union, SC 29379, South Carolina
Department: Public Defender

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Description	Benefits	Supplemental Questions
<p>CLASSIFICATION TITLE: Senior Investigator</p> <p>DEPARTMENT: Public Defender</p> <p>SUMMARY:</p> <p>The purpose of this position is to conduct investigations of crimes or suspected criminal activity committed in Union County and other matters as requested by the Public Defender, Deputy Public Defender and the Public Defender's Office attorneys; to provide material and administrative support for the investigative process by gathering, sorting, and distributing forensic and legal information related to cases; to conduct thorough investigations for trial preparation, and to perform related work as required. The position works within a general outline of work to be performed, and develops work methods and sequences under general supervision. This position also helps coordinate and manage the initial intake process of all new public defender office clients in the jail.</p> <p>Examples of Duties:</p> <p>ESSENTIAL TASKS:</p> <p>The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.</p> <p>Interviews witnesses, officers, complainants, and informants to gather relevant information; gathers and reviews police reports, lab reports, statements, warrants, tickets, autopsy reports, medical reports, photos, digital media, and other pieces of evidence.</p> <p>Investigates and helps prepare to defend at trial crimes, primarily in the area of murder, criminal sexual conduct, and other violent felonies however may be required to assist in the preparation/investigation of minor felonies as well when necessary.</p> <p>Operates a county vehicle; operates a computer, audio-visual equipment and standard office equipment; exercises care and safety in the use and maintenance of vehicles, equipment, and tools.</p> <p>Reviews the work of officers for completeness and accuracy as that relates to defending cases in court and makes recommendations as appropriate to attorneys as to how best to exploit the deficiencies.</p> <p>Performs duties related to preparing a defense case for trial.</p> <p>Conduct intake interviews of new public defender clients in the jail, perform time-sensitive tasks needed to be done in the early phases of a case, and be part of a team that ensures that all new public defender clients are seen in the jail within 72 hours of incarceration.</p> <p>Remains on call 24 hours a day, seven days a week for emergency response.</p> <p>OTHER DUTIES:</p> <p>Maintains an adequate training record by attending required trainings as well as conferences, meetings and other seminars to keep abreast of current legal trends. Performs general administrative work as required, including but not limited to: preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, assembling materials, sending and receiving faxes, and answering the telephone. Prepares cases and testifies in court as necessary. Coordinates the maintenance of equipment assigned to the division. Operates a county vehicle. Attends periodic training sessions and attends conference meetings to keep abreast of current law enforcement trends and legislation impacting the criminal justice system.</p> <p>Typical Qualifications:</p> <p>EDUCATION AND EXPERIENCE REQUIREMENTS:</p> <p>Completion of Associate's degree or six years of investigative experience.</p> <p>CERTIFICATIONS AND LICENSES:</p> <p>Must possess criminal investigator experience either in a law enforcement, private sector, or public defender office setting. Must have considerable experience investigating serious felony offenses and have a good working knowledge of the criminal justice system.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p>Must have a thorough knowledge of police techniques and procedures to include the apprehension of suspects and the collection of evidence. Knowledge of local, state, federal and case law and ability to apply them to pending investigations. Ability to effectively communicate with people across social, economic, educational, and cultural backgrounds. Ability to evaluate and assess the strength and/or weakness of criminal investigations and effectively communicate ideas to the attorneys representing the clients. Continuing knowledge of updates to caselaw and evolving investigative techniques.</p>		

Description	Benefits	Supplemental Questions
COMPLEXITY/SCOPE OF WORK		
<p>PROFESSIONAL: Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with their legal situations.</p>		
<p>Perform professional level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems. Example: May plan or direct the sequence of department or division activities.</p>		
<p>Supervise, instruct, or train others through explanation, demonstration, and supervised practice or make recommendations based on technical expertise; may have first-level supervisory duties including administration of performance feedback; or coordinate work activity schedules for teams.</p>		
<p>Communicate with internal and external groups, write manuals and complex reports, persuade or influence others in favor of a service, point of view, or course of action.</p>		
<p>Perform coordinating work involving guidelines and rules with constant problem-solving.</p>		
FINANCIAL AUTHORITY		
<p>Manage inventory and property.</p>		
TOOLS AND EQUIPMENT USAGE		
<p>Use office machines such as copiers or calculators. Use computers for data entry; or handle hand-held power equipment or light machinery. Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications. Use electronics or complex software, hardware, or network systems.</p>		
PHYSICAL DEMANDS/WORK ENVIRONMENT		
PHYSICAL AND DEXTERITY REQUIREMENTS:		
<p>Requires work involving: gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, tasting or smelling under 1/3 of the time; standing, walking, sitting 1/3 to 2/3 of the time; talking or hearing over 2/3 of the time; and lifting more than 100 pounds under 1/3 of the time.</p>		
VISION REQUIREMENTS:		
<p>Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).</p>		
POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:		
<p>The job may risk exposure to indoor environment, outdoor environment, noise, extreme temperatures, moisture and/or humidity, dust, and potential for violence/physical altercations.</p>		