

Greenlee County is currently accepting applications for County Attorney Investigator. \$20.18 to \$28.51 per hour DOE – non-exempt. Minimum and preferred qualifications for the position are: 1) AZPOST Certified; 2) Valid Arizona driver's license; 3) Current employment application on file at the Greenlee County Board of Supervisor's Office, P.O. Box 908, 253 5<sup>th</sup> St., Clifton, AZ 85533, 928-865-2072, [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

# GREENLEE COUNTY

## COUNTY ATTORNEY INVESTIGATOR

### **CLASS CODE: Non – Exempt**

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Criminal Investigation for the County Attorney's Office involves the coordination of evidence and other information to protect the community, uphold the rights of victims of crime, hold the guilty accountable and exonerate the innocent.

#### **NATURE OF WORK**

Acts as liaison between the County Attorney's Office and Law Enforcement Agencies operating in Greenlee County. Conducts follow up investigative activities and service of process functions. Assists in administering County Attorney programs. Performs a wide variety of other related duties as required.

#### **TYPICAL DUTIES**

May assist any law enforcement officer or agency in the investigation of suspected criminal activity and the apprehension of suspects as directed by the County Attorney. Interview and assist in interviewing potential trial witnesses; perform case related data management, e.g. audio, video, physical management of evidence; conduct investigations, including follow up investigations, independent of any law enforcement agency as directed by the County Attorney; Administer a variety of programs related to the business of the County Attorney's Office including but not limited to such programs as Bad Check Collection, Diversion, and Criminal History and related data gathering. Assists attorneys and other staff members in any duties tasks of the office.

#### **QUALIFICATIONS**

Education, Training and Experience: Knowledge of and training in the following areas of investigation: homicide, interview and interrogation, accident investigation, crime scene management, arson, forensic interviewing, informant management, narcotic identification, crime scene photography, search warrant composition, sexual assault investigation, physical and sexual abuse child investigations plus at least five years experience in law enforcement in the State of Arizona.

Desirable Knowledge, Abilities and Skills: Knowledge of federal, state and local laws and statutes; law enforcement investigative principles and practices. Establish and maintain effective working relationships with co-workers, other agencies and the general public; performs duties efficiently; work out of doors in varying weather conditions. Communicate well orally and in writing; prepare clear and concise reports. Work off hours as needed.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to walk; reach with hands and arms; grasp; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds.

## **PREFERRED QUALIFICATIONS**

Associates degree in criminal justice or prior investigative experience.

## **SPECIAL QUALIFICATIONS**

AZPOST Certified. Valid Arizona driver's license.

01/2016