



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Part-Time County Detective
Department: District Attorney's Office
Position Reports to: District Attorney
Grade Level: N/A
FLSA Status: Non-Exempt
Position Type: Part-Time
Bargaining Unit Status: Non-Bargaining
Date: January 23, 2019

Summary: The purpose of this position is to augment the investigative section of the District Attorney's office. The work is performed under the direction of the District Attorney.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- This position requires the part-time detective work no more than 1000 hours per year. (All funding for this position will be re-reimbursed through federal and state approved grants.)
- This position requires the detective to devote his/her hours of work to violence against women such as, domestic violence, sexual assault and stalking cases.
- All activities performed in this position may require the preparation of written activity and/or investigative reports.
- Maintain on-time regular attendance.
- Performs duties as assigned or required.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check.

Minimum Training and Experience:

High school diploma or equivalent with vocational/technical training in Police Science, Criminal Justice or a related field and two to three years of law enforcement/supervisory experience, or any combination of education and experience that provides equivalent knowledge and abilities.

Mental and Physical Abilities Required:

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to establish criteria to define consequences and develop alternatives.



CLINTON COUNTY GOVERNMENT

Job Description

- Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as court orders, reports, records, assignments, schedules payroll documents, laws, codes, regulations, manuals, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with all office personnel, other County departments, other jurisdictions, outside agencies, judges, attorneys, vendors, the media and the public.

Physical Requirements:

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, firearms, weapons, vehicles, handcuffs, radios, and/or materials used to perform the essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as discharging a firearm.
- Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of color, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Expectations of Employee:

In completing the duties and responsibilities of this position, the District Attorney expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Part-Time County Detective is an at-will employee and serves at the pleasure of the District Attorney. The District Attorney is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss



CLINTON COUNTY GOVERNMENT

Job Description

potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for the Part-Time County Detective and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date