

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INVESTIGATIVE SPECIALIST

JOB CODE: 50060

PAY GRADE: 15

PAY RANGE: \$47,663 - \$76,262

GENERAL DESCRIPTION

Under the general direction of a Sergeant, performs detailed work with considerable responsibility. Work involves the initial receipt of offense/incident reports from complainants, evaluating the nature of the complaint, and following up on reports that are criminal in nature, by performing investigative case management functions until the point the involvement of a detective is necessary. Members are expected to work with some degree of independence. Work is reviewed through direct observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists sworn detectives in the area of assignment within the Criminal Investigations Division
- Performs investigative case management functions, by completing database searches for suspect background details, assembling case files, conducting witness interviews, and contacting other resources on offense related investigations until the point the involvement of a detective is necessary
- Receives telephone calls transferred from the Communications Division, switchboard, and front desk to generate offense/incident reports in ACISS
- Meets with "walk-in" complainants who wish to file a police report
- Evaluates reports or tips to determine the nature of the complaint
- Initiates, generates, and completes ACISS reports for review and/or further investigation
- Generates subpoena requests and forwards to the State Attorney's Office to further criminal investigations
- Maintains victim contact in an effort to obtain all records and information required to build case file
- Follows up with patrol generated reports and makes victim contact to collect additional information
- Generates suspect information to assist detectives with investigations
- Testifies as a witness in court proceedings and depositions
- Maintains computer logs and records for tracking trends
- Makes presentations in the community on the topic of "Fraud Awareness", "Internet Safety", and other topics as needed

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- Establishes and maintains effective working relationships with agency members, businesses, other agencies, attorneys, and the general public necessary to complete assignment
- Uses information obtained during independent research along with information gained from citizen complaints, or cyber tips to identify trends and patterns to assist investigations
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related field
- Three (3) years' experience in criminal justice or law enforcement administration
- Or an equivalent combination of education and experience
- Data entry score of 80% on accuracy
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively interact and communicate with a diverse population
- Knowledge and skills in the use of software for word processing, data entry, PowerPoint and Excel
- Knowledge of the criminal justice process from investigation to sentencing
- Ability to objectively analyze situations and determine the proper course of action
- Ability to cope with situations firmly, courteously, and tactfully, and to respect the constitutional rights of others
- Ability to effectively obtain information through interview and observation
- Ability to learn researching databases
- Ability to multitask
- Be detail oriented
- Problem-solving skills
- Time management skills



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 - 10 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel and twist