



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: County Detective
Reports to: District Attorney

Status: Full-time

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY:

The incumbent in this position plans, organizes, and coordinates investigations referred to the District Attorney's Office. This person conducts the full range of criminal investigations, but not limited to narcotics, firearms, child and elder abuse, domestic violence, fraud, white-collar crime, drug-related/major crime, tobacco control enforcement, DUI enforcement, fugitive apprehension, intelligence gathering functions; assisting local Sheriff and State Police department to provide expertise and develop consistency in the process across all municipalities with minimal direction and supervision. Reports directly to the District Attorney.

GENERAL STATEMENT OF DUTIES:

- Reviews evidence, interviews witnesses, victims, and suspects to gather pertinent information to lead to the arrest and conviction of criminals.
- Gathers and analyzes information and prepares written reports in criminal investigations.
- Conducts surveillances on suspects and locations used for criminal activity from vehicles, public areas, and private property.
- Prepares and submits precise reports on all activities on appropriate forms and distributes to appropriate agencies.
- Seizes and maintains physical evidence and property for forfeiture.
- Prepares and executes warrants and related affidavits for search or arrest.
- Provides testimony and presents physical evidence in court proceedings.
- Develops, qualifies and monitors confidential informants.
- Maintains legally mandated certifications and skill training annually.
- Performs various duties in undercover investigations.
- Provides technical assistance and expertise to lend advice in the investigation of crimes.
- Testifies in court as required.
- Plans, directs, coordinates and conducts criminal investigations.
- Gathers, assembles, preserves and reports facts and evidence.
- Interviews complainants, suspects and witnesses, analyzing and evaluating their statements.
- Prepares final investigative reports, presenting significant data in summary form.
- Works closely with the County of Lawrence Sheriff's Department on criminal investigations.
- Provides trial attorneys with assistance in evidence review and evaluation.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Assists and coordinates with federal, state and local law enforcement organizations, other District Attorney's personnel, and county departments and outside organizations.
- Performs other related duties as required.

ESSENTIAL FUNCTIONS: (Illustrative Only)

- Collects documents and materials (i.e. police reports, medical records, bank records, telephone records, internet records, photographs, etc.) necessary for distribution to defense counsel to satisfy discovery requirements.
- Assists in researching criminal history information for the accurate calculation of prior record scores and sentence guideline preparation.
- Interviews witnesses, serve subpoenas, prepare exhibits, and perform any other duties as required by the District Attorney/Assistant District Attorneys in preparing a case for trial.
- Interacts with various members of the criminal justice system, including law enforcement, victims, witnesses, the probation department, defense counsel, and the Court.
- Interacts with various service providers to facilitate the collection of documentary evidence (i.e. medical providers, financial institutions, telephone and mobile phone providers, internet providers, etc.).
- Interacts with agencies outside Bedford County that are responsible for maintaining criminal history information.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of the laws of the Commonwealth of Pennsylvania, Federal Statutes, local ordinances, and Rules of Rules of Criminal Procedure.
- Knowledge, skill and ability to make instantaneous sound decisions and judgments, and react to life threatening situations within the scope of Federal, State and Local laws.
- Knowledge, skill and ability to conduct complex criminal investigations and implement new and various investigative skills and techniques as situations demand.
- Knowledge of criminal statutes regarding criminal sexual conduct and violence against women.
- Knowledge of the criminal investigation process.
- Knowledge of the geography of the County of Bedford.
- Knowledge of police methods, practices, and procedures and ability to apply this knowledge to specific situations.
- Knowledge of first aid methods and ability to apply same in specific situations.
- Knowledge in contemporary office practices and procedures and basic office software products.
- Knowledge of investigative techniques and procedures.
- Knowledge of criminal and civil law, rules of evidence and court procedures.
- Knowledge of interviewing techniques.
- Knowledge of the use and care of firearms.
- Knowledge of legal terminology.
- Must possess some knowledge of the operation and procedures of the criminal court system.
- Knowledge of office terminology, procedures and equipment

Skills:

- Skill in interviewing suspects or otherwise uncooperative individuals and obtaining accurate information.
- Skill in computer use and data entry.
- Skill in interpersonal and public relations.
- Skill in organization, time management, and multi-tasking.
- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Good oral and written communication skills and ability to present accurate and convincing testimony in Court.
- Skill in the operation of a computer; ability to type from clear copy or rough draft at a reasonable rate of speed.

Abilities:

- Ability to gather and analyze investigative data.
- Ability to provide a variety of support for legal staff and other law enforcement agencies.
- Ability to prepare clear, concise and comprehensive investigative reports.
- Ability to analyze financial and statistical data.
- Ability to interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Ability to deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Ability to exercise good judgment in handling potential hostile individuals and situations.
- Ability to effectively represent the District Attorney's Office in contacts with the public, county staff, and other law enforcement agencies.
- Ability to establish and maintain cooperative working relationships.
- Ability to analyze situations and to adopt quick, effective, and reasonable course of action in extremely stressful environments.
- Ability to effectively communicate verbally and in writing and possess interpersonal skills.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Ability to work with confidential information.
- Ability to function independently, have flexibility, personal integrity and the ability to work effectively with co-workers and others.
- Ability to maintain confidentiality in regard to case information and records.

PHYSICAL ABILITIES

- Perform essential duties in all weather conditions.
- Restrain uncooperative and dangerous individuals.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties. (Bend, kneel, stoop or climb).
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs and torso necessary to carry out typing, computer work and other job duties.
- Sedentary work, with occasional lifting/carrying of objects with weights of up to thirty pounds
- Push, pull, hold or lift in excess of thirty pounds. Must possess ability to record, convey and present information, explain procedures and follow instructions
- Ability to conduct surveillance for several hours at a time sitting inside the cramped confines of a vehicle.
- Ability to engage in physical exertion at any given moment, in response to an emergency situation during the execution of a search warrant or during the apprehension or subduing of a resisting suspect.
- Stamina to avoid health related issues, the ability to deal with stress related issues on a daily basis, and the ability maintain control during the integration of work related stress and the daily stress encountered outside the work place.
- Must demonstrate emotional stability and be able to cope with physical and mental stress of the position.
- Must be able to pay close attention to details and concentrate on work.

MATERIAL AND EQUIPMENT USED

- Desktop or Laptop computer
- Typewriter
- Calculator
- Firearms, O.C. Spray, Ballistic Shields
- 2-way radio, mobile data terminal, in-car video camera

- Handcuffs, shackles, various restraining devices
- PR-24
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

WORK ENVIRONMENT

- The office has a high volume of work on a daily basis
- The position requires some evening and weekend work and a rotating 24-hour on-call requirement.
- The position regularly requires working beyond the 8-hour day, with little or no prior notice.
- Work outside the normal office environment at locations classified as being in an unhealthy environment (garbage, infested buildings, etc.).
- Dealing with individuals (prostitutes, drug addicts, informants, etc.) in a high-risk communicable disease category (AIDS, hepatitis, etc.).
- The position requires carrying a firearm and other defensive weapons, and wearing a ballistic vest, helmet, and rubber gloves at times.
- There is the ever-present danger of personal injury or death from contact with violent criminals.

ACCEPTABLE (WORK) EXPERIENCE AND TRAINING:

- Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.
- Two (2) to three (3) years working experience in criminal justice, legal, police or related environment, or any equivalent combination of training and/or experience.
- Must possess a valid license to carry a firearm.
- Act 120 certified for municipal police.

SPECIAL NEEDS:

Must have a valid driver’s license and be able to travel if required to attend meetings and seminars. This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job related duties requested by the Board of Commissioners. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment 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.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____

Revised: 4/16/2018