

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## INVESTIGATIVE ASSISTANT

**JOB CODE: 50060**

**PAY GRADE: 15**

**PAY RANGE: \$43,200 - \$69,120**

### GENERAL DESCRIPTION

Under the direction of a supervisor, performs detailed work with considerable responsibility. Work may involve receipt, research and documentation of complaints from citizens of a criminal or civil nature, follow-up with victims of various types of background investigations and computer data entry. Incumbents are expected to work with some degree of independence. Work is reviewed through direct observation, review of ACISS reports and performance reviews. Investigative Assistants may be tasked to assist any component of the Investigative Operations Bureau.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 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 and/or offenders
- Initiates, generates, and completes ACISS and/or WebSpot reports for review and/or further investigation;
- Evaluates reports to determine if a complaint is a criminal or civil matter;
- Follows up with patrol-generated reports; makes victim contacts to collect additional information;
- Generates suspect information to assist detectives with investigations;
- Establishes and maintains effective working relationships with other agency members, businesses, other agencies, attorneys, and the general public necessary to complete assignment;
- Uses information gained during independent research along with information gained from citizen complaints to identify trends and patterns to assist investigations;
- 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

- High School diploma or G.E.D.
- Three (3) years' experience in clerical office environment
- A score of 80% on a basic skills test
- A score of 80% on a Microsoft Office Professional test

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively interact and communicate with a diverse population
- Knowledge and skills in the use of related software for use in word processing and data entry
- Knowledge of the criminal justice process from investigation to sentencing
- Ability to learn researching databases
- Ability to multi-task
- Be detail oriented
- Possess skilled and accurate typing abilities
- Inter-personal skills
- 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
- Frequently lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel, or twist