

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INVESTIGATIVE SPECIALIST

JOB CODE: 50060

PAY GRADE: 15

PAY RANGE: \$45,830 - \$73,329

GENERAL DESCRIPTION

Under the direction of a supervisor, performs detailed work with considerable responsibility. Work involves the initial receipt of offense/incident reports from complainants, evaluating if complaint is criminal or civil, and following up on reports that are criminal in nature, by performing investigative case management functions until the point of arrest by detective. Incumbents are expected to work with some degree of independence. Work is reviewed through direct observation, review of ACISS reports, and performance reviews.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists sworn detectives in the Economic Crimes Unit
- 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 point of arrest by detective;
- 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 to determine if the complaint is a criminal or civil matter;
- 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 effort to obtain all records and information required to build case file;
- Follows up with patrol-generated reports; makes victim contact to collect additional information;
- Generates suspect information to assist detectives with investigations;
- Refers completed cases to State Attorney;
- 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" 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 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

- Associate's degree from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education 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
- An accuracy score of 80% on data entry
- 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 current use of related software for use in 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 multi-task
- Be detail oriented
- Possess skilled and accurate typing abilities
- Interpersonal 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.
- Lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel, or twist