

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: INVESTIGATIVE SPECIALIST - WARRANTS
CLASS CODE: 6308
EFFECTIVE DATE: 01/17/2006
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff

JOB SUMMARY

Conducts warrant related investigations by accessing and analyzing information obtained from databases, phone interviews, communication with other law enforcement agencies, and other sources to facilitate the apprehension of fugitives by law enforcement officers. Analyzes data to predict future crime trends and/or fugitive behavior.

CLASS CHARACTERISTICS

This is a civilian classification level responsible for conducting independent investigations, research, and analysis of data acquired while employing investigative techniques.

ESSENTIAL FUNCTIONS

Uses investigative techniques to locate fugitives including gathering intelligence and conducting investigative analysis. Coordinates capture of fugitives within and outside of the state.

Contacts fugitives to advise of arrest warrants. Assists fugitives wanted on minor misdemeanor warrants to resolve their warrants without being arrested.

Conducts computer research for detectives and other deputies including coordinating the use of the Rocky Mountain Information Network.

Assists law enforcement personnel in the location of fugitives, witnesses, and other persons.

Collects data from various sources within and outside of the Sheriff's Office on crime, criminal activities and fugitive locations. Analyzes information collected to determine relevancy and accuracy.

Conducts analysis of crime data to predict future criminal activity of individual suspects and/or fugitives, and crime trends in general.

Furnishes data to deputies and other law enforcement agencies about fugitive location and criminal activities. Maintains records of information researched and disseminated.

Prepares various reports, records, logs, memoranda, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.

Sends messages to participating National Law Enforcement Telecommunication System (NLETS) users to inquire on out-of-state driver's licences, vehicles, and criminal histories as well as to identify fugitive locations or request fugitive holds.

Maintains warrant files and resolves warrant related problems with the courts.

Tracks warrant production as a result of investigative actions.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in reading, writing and basic math; Ability to use a computer, word processor, and other standard office machines; Ability to access and correctly analyze information from law enforcement and other databases; Skill in interviewing by phone; Ability to extract relevant information from informants; Knowledge of Utah

INVESTIGATIVE SPECIALIST - WARRANTS

01/17/2006

page 2

Criminal Justice Information System (UCJIS), National Crime Information Center (NCIC), Bureau of Criminal Identification (BCI) and other dispatch operations; Ability to interpret credit reports and utility records; Ability to communicate effectively verbally and in writing;. Skill in multiple computer programs including spreadsheets, credit histories, law enforcement report writing and law enforcement intelligence programs; Ability to develop working relationships with coworkers as well as other agencies and contacts; Knowledge of applicable state and federal laws, statutes and procedures; Skill in document composition; and Ability to coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Regularly use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work regularly exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma and five (5) years law enforcement related work experience in dispatch, law enforcement records, crime analysis, or similar field. Must pass a typing test at or above the rate of 40 WPM. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Must successfully complete Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test as required for state certification within first six (6) months in position and must maintain certification thereafter.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.