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| <p style="text-align: center;">Belknap County Position Description</p> |
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Position Title: **Investigator – Part-Time**

Department: County Attorney's Office

Reports To: County Attorney

Date: October 2020

GENERAL SUMMARY:

To investigate felony and misdemeanor crimes in Belknap County and to provide investigative support and assistance to the Belknap County Attorney and its staff in its prosecutorial role. Under the direction of the County Attorney, within the established County and Departmental policies and procedures, the part-time investigator performs the following functions:

ESSENTIAL JOB FUNCTIONS:*

- ◆ Conduct follow-up investigations of felony and misdemeanor crimes referred to the County Attorney's Office from local law enforcement agencies.
- ◆ Review, evaluate and assess investigation files to determine if further investigation or evidence collection is warranted.
- ◆ Locate and interview witnesses and defendants.
- ◆ Photograph individuals, crime scenes and locations.
- ◆ Draft reports of interviews and other investigative activities.
- ◆ Maintain and handle confidential records, files, reports, and documents.
- ◆ Maintain and handle confidential correspondence.
- ◆ Maintain contact and collaborative working relationships with various law enforcement officers and agencies for follow up or to gather additional information.
- ◆ Serve as a liaison between the County Attorney's Office and other law enforcement agencies.
- ◆ Search out and retrieve information required for prosecution.
- ◆ Serve subpoenas, when necessary.
- ◆ Assist attorneys in preparing for court hearings and trials.

OTHER DUTIES AND RESPONSIBILITIES:

- ◆ In special circumstances, conduct initial investigation of felony and misdemeanor crimes, to include locating and interviewing witnesses, gathering and analyzing records and other information and documents.
- ◆ Conduct background checks on witnesses and defendants.
- ◆ Perform other similar or related duties as required or directed.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ In special circumstances, conduct initial investigation of felony and misdemeanor crimes, to include locating and interviewing witnesses, gathering and analyzing records and other information and documents.
- ◆ Conduct background checks on witnesses and defendants.
- ◆ Perform other similar or related duties as required or directed.

- ◆ Certification as a full or part-time law enforcement officer in the State of New Hampshire (at the

time of hire).

- ◆ At least five years' prior employment as a police officer or in a related criminal justice or law enforcement position.
- ◆ Preferably, prior experience as a detective or other similar criminal investigator

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ Ability to endure sedentary work, including continuous sitting or standing for sustained periods of time.
- ◆ Ability to travel to remote locations outside of the office to meet with and interview subjects.
- ◆ Ability to use a computer keyboard or other method for inputting information into a computer.
- ◆ Ability to communicate verbally and in writing.
- ◆ Ability to detect and respond appropriately to threatening or hazardous situations.

HOURS:

Generally Monday through Friday, 20 hours per week. Normally between 8:00 and 4:00 PM but with occasional evenings or weekends, at the direction of the County Attorney.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.