

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39255
Job Class Code:	440	Salary Schedule:	ASRRSPINV
EEO Category:	04	Grade:	20
Workers Comp Code:	7720		

Job Code Established:	3/18/94	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	
Job Code Revised:	11/19/07	Effective Date:	

JOB CODE SERIES: Correctional Administration Series

JOB CODE TITLE: SPECIAL INVESTIGATOR

HRIS TITLE: SPCL INVGTR

CHARACTERISTICS OF THE CLASS: Works under general supervision from a supervising investigator. Initiates criminal investigations, obtains search and arrest warrants, conducts searches, seizes evidence, and to makes arrests. Performs complex criminal investigations pertaining to alleged violations of laws and statutes enforced by the agency. Detects and verifies criminal violations; interviews, interrogates suspects and witnesses; examines and analyzes complex records; collects and preserves evidence and selects records and evidence most applicable to an investigation; writes search warrant affidavits and the search warrant document; conducts searches of records and property; presents evidence to obtain arrest warrants; prepares investigation reports and case files for adjudication; arrests and books suspects; assists prosecutors as an active member of the prosecution team throughout the prosecution stage of cases; and performs other duties appropriate to the class. The Special Investigator class is distinguished from the Investigator class by its responsibility, accountability and authority for making and ensuring that documentation for obtaining search and arrest warrants, serving warrants, conducting searches and seizing records/property, making arrests and booking suspects are performed/conducted in accordance with all applicable laws, rules and regulations. Authority limited to agency specific laws, rules and regulations. Criminal violations identified; investigations completed; reports, case files, evidence and exhibits prepared and preserved; suspects arrested and booked; case follow-up completed as required by prosecuting attorney.

EXAMPLES OF DUTIES: Investigates complex or sensitive allegations of criminal violations; reviews information; interviews and collect evidence; determines if a violation has occurred. Takes photographs of crime scenes and evidence; interviews and interrogates suspects and witnesses, evaluates information and determines use in investigation. Conducts surveillance and works undercover as appropriate to assignment; may operate an unmarked vehicle. Writes search warrant affidavits, search warrant documents, obtains search warrants, conducts searches and seizes evidence. Presents evidence to obtain arrest warrants, makes arrests and books suspects. Writes detailed investigative reports. Assists attorneys in preparing cases for grand jury or court action by conducting follow-up and/or preparing petitions or other relevant documents required for successful prosecution of the case. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Confers with supervisor, presenting and resolving complex problems or questions, discussing plans and actions to be taken, making decisions. Drives automobile to various locations throughout the state, carrying out business of the work system as appropriate to

the assignment. Checks operational fitness of weapons upon arriving for duty. Writes citations for violations. Performs related work as required.

WORK CONDITIONS: Travel as required with overnight stays; may encounter long hours of research, fluctuating work hours, interviewing and interrogating hostile witnesses, and making arrests.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Pertinent Federal, State and agency laws, rules, regulations and policies governing investigative duties; pertinent criminal and/or regulatory laws; techniques and methods of interviewing, interrogating, records searching and identifications; principles and practices of the assigned agency's authority and available information gathering systems; procedures for obtaining search and arrest warrants; arrest procedures; procedures for conducting searches and confiscating evidence; nationwide criminal information system network; handling and using firearms.

Skill/Ability to: Interpreting and applying Federal and State laws, agency rules, regulations and policies regarding criminal investigations; gathering, compiling, analyzing and preserving detailed evidence in criminal proceedings; reviewing and determining that case files are complete; law enforcement procedures; oral and written communications; interpersonal relations.; using national criminal information systems; and handling/using firearms; Conduct complex criminal investigations in a prompt, efficient, professional and legal manner; research, identify, analyze and select appropriate documents; obtain search warrants, conduct searches and seize evidence in accordance with all applicable laws; obtain arrest warrants and making arrests in accordance with all applicable laws.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Experience conducting complex criminal investigation which included participation in all three stages of the criminal justice system, (Investigation, Law Enforcement and Prosecution) obtained through on-the-job training or education in criminal justice or a related field. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Requires certification by the Arizona Peace Officer Standards and Training (AZPOST) Board. A current Arizona driver's license may be required at time of appointment. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.