



## CHIEF CRIMINAL INVESTIGATOR

**Department:** Prosecuting Attorney's Office

**Job Class #:** 252300

**Pay Range:** Professional 12

**FLSA:** Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is responsible administrative and supervisory work pertaining to civil and criminal investigations for the Pierce County Prosecuting Attorney's Office. An employee in this class is responsible for supervising the Investigative Services Division and subordinate staff; assigning work; reviewing and assessing performance standards and work product; conducting employee performance evaluations; and serves on the Prosecutor's management team developing and implementing departmental policies and procedures. This employee acts as the department liaison with Chiefs and administrators in other Pierce County law enforcement agencies and assumes a lead role in sensitive, complex investigations. This involves coordinating the development and operation of task force efforts. Incumbents are considered a Division Chief in the department. Work is performed with considerable latitude and use of independent judgement and is reviewed by the Chief Criminal Deputy Prosecutor and/or elected Prosecuting Attorney.

### **TYPICAL DUTIES/RESPONSIBILITIES**

Supervises and assigns work to subordinate staff in the Investigative Services Division.

Oversees the recruiting, hiring, training, staff development and discipline of subordinate staff.

Develops, implements or revises departmental policies and establish unit goals and objectives.

Conducts field investigation of the more difficult and complex special investigations.

Interviews defendants and/or witnesses to gather case related information.

Prepares detailed written reports, office memoranda and letters regarding departmental policies and procedures.

Compiles and prepares monthly, quarterly and year end divisional activity reports.

Prepares unit budget, monitors expenditure, and authorizes payment for expert witness fees.

Conducts employee performance evaluations, authorizes vacation/sick leave and recommends promotions and salary increases.

Conducts internal affairs investigations and other special investigations of a sensitive and confidential nature.

Acts as the office liaison for the department with local, state and federal law enforcement agencies.

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Participates in workshops, seminars, and training courses for law enforcement agencies and Prosecuting Attorney's offices.

Accesses sensitive and confidential computer network system for data retrieval of information from national informational system.

Attends departmental management meetings. Analyzes complex administrative problems and develop sound policy and procedural recommendations for their solution.

Acts as departmental coordinator/representative with DOL, WSIN, OWLA, NCIC, and other national and regional state law enforcement intelligence operations.

Works varied shift schedule and be on-call 24 hours.

Performs the duties of subordinate staff as necessary.

**SKILLS, KNOWLEDGE AND ABILITIES**

Considerable knowledge of investigative techniques and practices, rules of evidence, procedures for arrest or execution of search warrants.

Knowledge of Washington State laws and regulations.

Knowledge of the geography of Pierce County and its road system.

Knowledge of the elements needed to prove violation of criminal laws and civil statutes.

Ability to supervise others, assign tasks and daily work locations, so as to most efficiently utilize equipment, staffing and other resources.

Ability to interview witnesses and/or defendants to solicit information related to the elements necessary to develop a case for successful prosecution.

Ability to express in verbal or written form, detailed and accurate reports which set forth the material gathered through investigations.

Ability to enforce and carry out instructions firmly, tactfully and impartially in order to deal courteously with the public.

Ability to deal with sensitive and confidential information.

Ability to work a varied work schedule and be on-call 24 hours.

Ability to operate various office equipment such as computer, calculator, photo equipment or camera.

Skill in the use of investigative equipment and materials related to general investigative work.

**RECRUITING REQUIREMENTS**

Bachelor of Arts Degree in Criminal Justice, or related field, and at least five (5) years of progressive responsible criminal investigative experience with federal, state or local law enforcement agency. Training and/or experience demonstrating administrative and supervisory skills. Additional education and experience may substitute for the recruitment requirements. Must possess a valid Washington State Driver's license.