



## INVESTIGATOR/PROCESS SERVER 1

**Department:** Department of Assigned Counsel  
**Job Class #:** 216500  
**Pay Range:** Professional 03

**FLSA:** Non-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 skilled investigative and process serving work for the Department of Assigned Counsel. Work involves investigative functions related to the defense of criminal charges upon request by attorneys of the Department of Assigned Counsel. Duties include developing and investigating cases in consultation with legal counsel assigned to represent accused individuals and writing reports pertaining to the investigation. An employee in this classification is also responsible for serving various court documents on suspects, victims and witnesses. Work involves tactfully dealing with the public, locating and personally serving defendants and witnesses as required for prosecution of criminal and civil offenses. An employee must use initiative in locating and serving persons in compliance with court rules. Irregular work hours and possible hazardous conditions may be encountered. Work is performed under the direction of an administrative superior.

### **ESSENTIAL FUNCTIONS**

- Performs specific investigative work as required under the direction of department attorneys appointed to represent the accused.
- Writes reports and executes affidavits of service and process relative to work performed.
- Serves all required court documents including subpoenas and summonses in criminal cases.
- Traces and locates witnesses and suspects who have moved or relocated, through the use of old addresses, telephone numbers, friends, relatives, and any other information.
- Locates and interviews witnesses for possible information and reliability in investigation of criminal offenses. Gathers evidence, makes recommendations for investigation needs, and testifies as required.

### **OTHER JOB FUNCTIONS**

- Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of investigative techniques and practice, rules of evidence, procedures for arrest or execution of search warrants.
- Knowledge of legal terminology, legal documents, court operations and procedures.
- Knowledge of the geography of Pierce County, its road network and the ability to read and utilize maps.
- Skill in the use of investigative equipment and materials related to general investigative work.
- Ability to investigate and analyze information gathered at crime scenes and while locating individuals that are in hiding.
- Ability to tactfully and courteously deal and communicate with the public in order to obtain cooperation in locating and serving suspects, victims and witnesses.

**INVESTIGATOR-PROCESS SERVER 1**  
**Classification Description - Pierce County**  
**Page 2**

- Ability to accurately and in detail express in writing, information gathered from interviews or investigations.
- Ability to effectively organize and plan daily activities and schedules.
- Ability to physically perform the essential job functions.
- Ability to meet the traveling requirements of the position.

**RECRUITING REQUIREMENTS**

Two or more years experience in investigative work, law enforcement, criminology or related field work. Any combination of education or experience in police science, criminology, law and justice or related field may substitute equally for the recruiting requirements. Investigative report writing experience is preferred. **NOTE:** Must possess or have the ability to obtain a Washington State Driver's License. Satisfactory physical condition, as evidenced by a County-approved physical examination may be required prior to appointment to the position. Must be bondable. This position is subject to possible hazardous and hostile working conditions.