

DEPARTMENT: County Attorney
POSITION TITLE: Investigator \ Office Manager \
Victim Witness Coordinator
REPORTING RELATIONSHIP: County Attorney

Position Summary

Under the supervision of the County Attorney, and as a full-time law enforcement officer, the County Attorney's Investigator\Office Manager\Victim Witness Coordinator provides investigative services and reports, preparation of criminal and juvenile court cases and pleadings, supervision and coordination of the victim\witness program, office administration and budgeting, and supervision of office support staff. The employee in this position is responsible for the administrative duties of the office, personnel records and other functions of the office. Provides training to office personnel and law enforcement personnel as needed. Exercises professional judgment in all phases of the position, with limited supervision.

Essential Functions of Position

- Reviews and outlines all law enforcement reports received and makes charging recommendations;
- Drafts legal pleadings and documents in regard to criminal cases, juvenile cases, care and treatment cases, search warrants, diversions, extraditions, and other matters, as directed by the County Attorney and staff attorneys;
- Provides investigative services and reporting as necessary;
- Provides process service as necessary;
- Acts as trial assistant to the County Attorney and Assistant County Attorneys as requested;
- Acts as a liaison between law enforcement officers and the Office;
- Provides training to law enforcement officers as needed or requested;
- Assists the public with inquiries and complaints made in person and by telephone on an occasional basis;
- Supervises and coordinates the victim witness program;
- Performs legal research as requested;
- Plans and researches office equipment upgrades and purchases;
- Assists in planning and implementation of office policy changes;
- Prepares and monitors the annual budget for the office;
- Maintains accounting records of diversion funds;
- Prepares purchase orders on a biweekly basis for payment of office expenses;
- Prepares payroll records and maintains personnel records for all office employees;
- Supervises and provides performance evaluation of office support staff;
- Trains support staff and attorney's in the use of office records management system;
- Performs other duties as directed by the County Attorney.

Position Requirements

This position requires that the employee be a certified law enforcement officer with more than two years of progressive, law enforcement experience, with at least one year of administrative level experience and possess a Bachelor's or an Associate's degree, OR;
That the employee be a certified law enforcement officer with more than five years of progressive, law enforcement experience, with at least two years of administrative level experience.

Office Manager \ Investigator — Continued

In addition to the above requirements, the position requires an extensive knowledge of Kansas statutes, knowledge of, or the ability to learn, legal research techniques, above average oral and written communication skills, good conflict management and personal relations skills, and a valid driver's license. The position requires the ability to qualify with a sidearm and maintain the continuing education requirements for continued certification as a law enforcement officer. Knowledge of personal computer and local area network troubleshooting and database management, is preferred. Prior experience or training in Microsoft Office Pro[®], NT Server[®], NT Workstation[®], Windows 2000 and Windows 95[®], preferred. The employee must possess the ability and knowledge to utilize the NCIC and Astra computer systems and have or obtain NCIC certification. The position requires that the employee have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement of this position.

Working Conditions\Environment

The duties of the position are performed both within the office and outside the office, with very limited supervision. Duties subject the employee to occasional risk. Uses standard policies and procedures as well as widely accepted law enforcement practices. Unusual problems are handled without referral in most cases and appropriate independent judgment is required daily. Uses computer, copier, and telephone on a routine basis. Uses investigative equipment, sidearm, handcuffs, and other law enforcement equipment, and motor vehicles, to a lesser degree.

Physical Requirements

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. The employee must be physically capable of utilizing and training in self-defense tactics. Adequate speech capabilities are required for contact with the public. Additionally, the position requires that the employee be able to reach above the head to get files from the top drawers of 67" filing cabinets and have full range of motion in bending and lifting.

Date Written:

Date Revised: April, 2003

Signature: _____ Date: _____

Department Head: _____