

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**INVESTIGATOR**

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**JOB GRADE: 14**

**JOB CODE: 753**

Department: Sheriff  
Reports To: Captain - Investigations  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 375.267-010

**JOB DESCRIPTION**

Conduct investigations to prevent or solve crimes. Examine the crime scenes for evidence that might lead to the identity of the perpetrator and other factors important to the solution of a crime. Interview witnesses and suspect as well as informants. Conduct surveillance and other activities in order to obtain evidence of criminal activity. Prepare case files, testify in court and before grand jury. Consult with supervisor as required by SOP or when needed. Assist other agencies as needed.

**ESSENTIAL JOB FUNCTIONS**

A. Conduct preliminary investigation at crime scene:

1. Make visual search at crime scene for evidence related to a crime.
2. Collect and preserve evidence.
3. Interview witnesses at the scene of a crime.
4. Arrest suspect(s) at scene and transport to county jail for processing, as appropriate.
5. Ensure that crime scene is secured to prevent unauthorized individuals from tampering with evidence.

B. Conduct follow-up investigative activities:

1. Review crime scene evidence and notes to identify possible suspects.
2. Investigate known criminals for connection to crime.
3. Perform covert investigative activities such as "stake outs".
4. Prepare notes for use in case files and preparation for court.
5. Prepare warrants and make arrests or assist in arrests.
6. Prepare case files for transcription.
7. Conduct interview with children, victims, witnesses, and alleged offenders.
8. Prepare charges, response to charges, or other information for court cases in accordance with established procedures.

C. Testify in court and grand jury and perform other court related activities:

1. Review case files with supervisor.
2. Give testimony in court.
3. Give testimony before grand jury.
4. Communicate with victims regarding crimes and assist them through the court system.

D. Perform a variety of activities to obtain evidence, preserve evidence, and assist other agencies:

1. Assist other agencies by providing information or expertise.
2. Instruct patrol officers on evidence handling.

**ESSENTIAL JOB FUNCTIONS (Continued)**

3. Serve on related committees and teams.
4. Participate in raids and other focused activities.
5. Provide information to lab personnel concerning the source of an item of evidence and test to be performed.
6. Establish and maintain surveillance activities to obtain information related to crime or criminals.
7. Observe and photograph narcotic purchase transactions to obtain evidence for use in arrest and prosecution.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of digital and electronic equipment such as digital cameras, body wires, pinhole cameras, transmitters, repeaters, recorders, computer software.
- Knowledge of Standard Operating Procedures.
- Knowledge of proper use of handcuffs, mace, firearms, 2-way radio, fingerprint computer.
- Knowledge of proper law enforcement procedures in arrests, interviewing, handling of prisoners.
- Knowledge of county, state, and federal rules, regulations, policies, and laws related to law enforcement and investigations.
- Knowledge of drugs and their effects.
- Knowledge of modern criminal investigation techniques and procedures.
- Ability to communicate both orally and in writing.
- Ability to read and comprehend laws, ordinances, policies and procedures and appropriately apply them to work situations.
- Ability to understand oral instructions and directions.
- Ability to perform mathematical calculations related to investigations, with or without a calculator.
- Ability to write to the extent necessary to complete forms, reports, and case files.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public, victims, and witnesses to provide information in a polite and efficient manner both in person and on the telephone.
- Ability to obtain information through interview and interrogation.
- Ability to work independently.
- Ability to use a variety of digital and electronic equipment and procedures to obtain and correctly identify and categorize evidence.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or G.E.D. certificate plus three (3) years of experience as a law enforcement officer and certification as a law enforcement officer by the Alabama Peace Officer's Standards and Training Commission.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**