



## Office of Human Resources

### Civil-Criminal Investigator Senior – CL0368

#### **General Statement of Duties**

Performs full performance level investigative work relating to criminal and civil cases.

#### **Distinguishing Characteristics**

The Civil-Criminal Investigator Senior investigates criminal cases that are generally less complex than those investigated in the Criminal Investigator Senior class.

The Civil-Criminal Investigator Senior is also distinguished from the Criminal Investigator Senior class that performs full performance level semi-complex to complex investigations of conventional crimes, as well as crimes filed and prosecuted through any of the Office's specialized units in support of the statutory requirements of the Office of the District Attorney. Participates in all investigative aspects of the prosecution of cases, from pre-filing through final case disposition.

This class is also distinguished from the Internal Affairs Investigator Senior class that performs full performance level investigative work relating to administrative internal affairs cases within the Denver Sheriff Department.

#### **Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### **Level of Supervision Received & Quality Review**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### **Interpersonal Communication & Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

#### **Level of Supervision Exercised**

By position, performs lead work.

#### **Essential Duties**

Locates and interviews victims, witnesses, and suspects for information pertaining to the investigation.

Determines investigative technique, gathers, evaluates, and preserves evidence, analyzes the evidence, and determines the presence or absence of criminal activity.

Prepares investigative reports with recommendations for future management of the case.

Organizes case materials for review with other law enforcement staff, and applicable City agencies subsequent to filing with the court or civil litigation against the city.

Prepares affidavits for arrest warrant, search warrants, and subpoenas, serves parties involved in legal action, and may prepare interrogatories, production requests, and answers in civil litigation.

Delivers testimony in court as an advisory witness.

By position, prepares court exhibits.

By position, assigns work to support staff, trains new staff members, and provides performance feedback.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Decision Making** – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

### Knowledge & Skills

Skill in investigating and analyzing information relative to the work assignment.

Knowledge of investigation techniques sufficient to be able to conduct comprehensive investigations.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

**Education Requirement**

Bachelor's Degree in Business or Public Administration, Criminal Justice, Corrections, Psychology, Sociology, or a related field.

**Experience Requirement**

Three (3) years of experience conducting comprehensive investigations of cases.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Makes home visits.  
Pressure due to multiple calls and inquiries.  
Subject to long irregular hours.  
Subject to varying and unpredictable situations.  
Exposed to unpleasant elements (accidents, injuries, and illness).  
Handles emergency or crisis situations.  
Subject to may interruptions.  
Pressure due to lengthy interviews and interrogations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Pushing: exerting force on an object so that it is moving to the person.  
Pulling: exerting force on an object so that it is moving to the person.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Eye/hand/foot coordination: performing work through using two or more.

**Background Check Requirement**

Criminal Check  
Employment Verification Education

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: L-624**

**FLSA Code: N**

**Management Level: 10**

**Established Date: 9/21/2018**

**Established By: Greg Thress**

**Revised Date:**

**Revised By:**

**Class History:**