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Civilian Criminal Investigator - Part Time

El Paso County  77 reviews

Colorado Springs, CO

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Job details

Job Type

Part-time

Full Job Description

Essential Job Functions

Serves the El Paso County Sheriff's Office by performing various routine non-sworn law enforcement duties that do not require carrying a weapon or arrest authority. Investigates reported crimes where the initial investigation has been completed by deputies and where any contact with suspects is in partnership with a sworn deputy.

- Conducts administrative and investigative work including, but not limited to, review of cases for solvability, victim and witness interviews, collection of evidence, assisting sworn detectives in obtaining and executing search warrants and/or court orders, analysis of information, open source research, and other investigative tasks as needed.
- Prepares detailed reports documenting follow up on potential investigative leads, inter-office memorandums, and other forms.
- Submits evidence to be processed to the El Paso County Sheriff's Office Evidence Facility, the Colorado Springs Police Department Metro Crime Lab, and/or to the Colorado Bureau of Investigation for DNA evidence or other evidence of probative value.
- Testifies in court when necessary.
- Communicates and serves as a liaison to other agencies.
- Performs other duties as required.

Qualifications

- High school diploma or equivalent education required. College-level coursework in the criminal justice field preferred.
- Five (5) years of law enforcement experience as a sworn officer/deputy or five (5) years of experience in a non-sworn position responsible for investigating various crimes. A combination of sworn law enforcement and non-sworn investigative experience equivalent to five (5) or more years will also be considered.

Company Info

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- Minimum three (3) years of experience investigating complex crimes preferred.
- Must be honest, truthful, trustworthy, and possess personal integrity.
- Ability to work closely with and at the direction of sworn personnel.
- Proficiency with Microsoft Office (Word, Outlook, and Excel) and the ability to effectively operate office equipment including computers, printers, telephones, and copy machines.
- Computer-based investigative skills preferred.
- Must have strong analytical skills, have the ability to provide accurate information, and possess a high level of attention to detail.
- Ability to maintain confidentiality and work independently without supervision.
- Ability to communicate and work effectively with co-workers, other County personnel, other agencies, and the public.
- Ability to perform under stress and when confronted with persons acting under stress.
- Maintain regular and punctual attendance.
- Must pass conditional post offer background investigation, truth verification examination, motor vehicle record check, drug screen, and physical examination.

Licenses/Certificates

- Must possess and maintain a valid Colorado Driver's License.
- Must possess and maintain National Crime Information Center (NCIC) and Colorado Crime Information Center (CCIC) certifications within three (3) months of employment.
- Must possess and maintain any other certifications or complete trainings required in accordance with standards established by organizational policy.

Work Conditions

Work is primarily performed in the office, with occasional field work in unpleasant conditions including extreme weather, communicable diseases, and unpleasant crime scene conditions. Must be able to sit, stand, walk, climb, stoop, and bend for prolonged periods. Must have the ability to push, pull, and lift and/or carry 25 pounds frequently and 50 pounds occasionally. Potential exposure to hostile or aggressive individuals and criminal suspects. This is a part-time position regularly working up to 25 hours per week.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com>
For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

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