

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY
CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
INVESTIGATOR	Depends on Qualifications	11-07-2014

WEBER COUNTY ATTORNEY'S OFFICE - FULL-TIME WITH BENEFITS

JOB SUMMARY Under general supervision of the County Attorney, performs investigative duties for the County Attorney's Office and for other outside agencies when requested and approved by the County Attorney. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be required in positions of the class.) Investigates crime and prepares reports for prosecution of criminal cases. Arrests persons committing offenses. Investigates charges of misconduct on the part of public agencies or their employees. Investigates corporate fraud, white collar crimes, organized crimes, and other crimes of an economic nature. Testifies in court as necessary. Investigates and prepares reports related to personnel, civil investigations, and internal investigations as directed by the County Attorney. Investigates officer involved shootings and participate in the homicide task force. Performs related duties as assigned.

MINIMUM QUALIFICATIONS Graduation from college or university with a bachelor's degree in business management, political science or a related field AND/OR Five years of investigative experience demonstrating increasing responsibility and understanding of legal and/or administrative work.

Considerable knowledge of modern office practices and procedures; working knowledge of modern law enforcement principles, procedures, and techniques; working knowledge of court procedures and rules of evidence. Skill at using tools and equipment listed. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with other departments and the public in general.

SPECIAL QUALIFICATIONS ***Must be certified as a Category I Police Officer in the State of Utah;*** Must be 21 years of age or older at the time of employment; Must possess, or be able to obtain by time of hire, a valid Utah Drivers License without record of suspension or revocation in any State; Must not have any felony convictions and disqualifying criminal histories within the past seven years; Must be a U.S. Citizen, and be able to read and write the English language; Must be of good moral character and of temperate and industrious habits.

TOOLS AND EQUIPMENT USED Personal compute, typewriter, camera, tape recorder, police car, police radio, handgun and other weapons as required, side handle baton, handcuffs, pager, cell phone, first aid equipment, etc.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk or listen. The employee is occasionally required to stand, walk, use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift more than 10 pounds, and occasionally lift more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee occasionally works in outside weather conditions, high precarious places, with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee may encounter individuals who may pose a threat to the safety of the employee or others. The employee must rely on law enforcement training and common sense to deal with these occasions. The noise level in the work environment is usually quiet while in the office and moderately noisy while in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSES: November 21, 2014

APPLICATION MUST BE SUBMITTED TO:

Weber County Human Resources, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG TESTING REQUIRED