



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Detective

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 08/24/05

**Summary:** Under general supervision, performs technical work of moderate difficulty in investigative law enforcement duties; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Responds to crime scenes; processes crime scene and analyzes evidence; identifies and collects evidence; performs surveillance duties; completes detailed reports.
- Conducts criminal and civil investigations and follow-up work on assigned cases; coordinates with other Investigators and Law Enforcement agencies; assists prosecutors with development of trial tactics and defense rebuttal evidence.
- Conducts investigations by interviewing witnesses, victims, family members and others; assures witnesses are protected as needed, and present in court as required.
- Performs investigative research to prepare cases for trial; anticipates probable defense strategies and prepares rebuttal evidence; documents case files and related reports.
- Prepares criminal and civil cases and testifies before the Grand Jury and at court proceedings; works with attorneys to prepare investigative information to support charges and trial strategy; prepares demonstrative exhibits and evidence for court proceedings.
- Prepares probable cause affidavits and criminal complaints; procures arrest and search warrants; serves warrants and makes arrests.
- Writes reports of findings, evidence, witness remarks, transcripts and other pertinent information for solving and prosecuting crimes.
- Contacts and coordinates with other law enforcement and service agencies such as adult and juvenile jails, public defender's office, justice courts, probation department, forest service, crime lab, public fiduciary, road yard, and emergency services; provides information at public meetings and works with volunteer fire departments, emergency medical service personnel, block watch programs and volunteers.
- Conducts classes for schools and other organizations regarding drug awareness.
- Assumes duties of Deputy Commander when assigned.

### Knowledge and Skills:

- Knowledge of law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of relevant laws, rules and regulations pertaining to law enforcement investigations.
- Knowledge of County roads and routes.
- Knowledge of law enforcement investigative work.
  
- Skill in the use of firearms, law enforcement vehicles for evasive driving, and communications equipment.
- Skill in maintaining accurate and timely documentation and records.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School diploma or GED; AND three years in law enforcement, including one or more years with the Sheriff's Office; AND meet all Arizona POST requirements; AND a valid driver's license.