

**GEAUGA COUNTY PROSECUTOR'S OFFICE
IS SEEKING APPLICATIONS FOR THE POSITION OF SPECIAL
INVESTIGATOR ASSIGNED TO THE GEAUGA COUNTY DEP'T OF JOB &
FAMILY SERVICES**

Job Title: Special Investigator

Compensation: Commensurate with experience. Full benefits available

Applications Accepted: Until filled

Job Type: Full-Time

Posted: 1/25/16

The successful candidate must have good work ethic and excellent communication skills and must be able to pass a rigorous background check and pre-employment screening.

SPECIAL INVESTIGATOR

DUTIES INCLUDE:

- Works with Social Service Workers in first responding to allegations of child sex abuse.
- Collaborates to determine scope, timing, and direction of investigations.
- Develop relationships with informants in order to obtain information related to cases.
- Conducts interviews of witnesses, victims and suspects.
- Identify case issues and evidence needed, based on analysis of charges, complaints, or allegations of law violations.
- Obtain and use search and arrest warrants.
- Assists in effecting arrests.
- Obtain and verify evidence by interviewing and observing suspects and witnesses, or by analyzing records.
- Prepare investigative reports and other paperwork necessary for criminal charges.
- Collaborate with other offices and agencies in order to exchange information and coordinate activities.
- Collect, prepare, record evidence and documents.
- Serve subpoenas or other official papers.
- Testify concerning criminal activity investigations.
- Conduct public education presentations, attends and participates in group meetings and trainings.
- Communicates with a variety of members of the public, family members, in-county and out-of-county agencies, witnesses, suspects, law enforcement agencies, attorneys, advocate groups and other investigators.
- Performs all other duties assigned, delegated or required of the Investigator as well as those prescribed by law.

MINIMUM QUALIFICATIONS

- High School Diploma
- Certificate of successful completion of an approved Peace Officer Training Program
- 2 years' experience serving full time as a peace officer with experience performing investigations
- Experience or formal documented training in child interview techniques
- Presently commissioned as a Law Enforcement Officer
- Valid driver's license

Send Resume To:

Geauga County Job & Family Services

PO Box 309

12480 Ravenwood Drive

Chardon, Ohio 44024

Attn: Special Investigator

E-Mail: jobs@geaugajfs.org

E.O.E.