

County of Adams
JOB DESCRIPTION

JOB TITLE:	County Detective	PAY GRADE:	S-15
DEPARTMENT:	District Attorney	FLSA:	Non-Exempt
REPORTS TO:	District Attorney	DATE:	08/11/2021

Job Summary: (Role and Mission Summary)

Assists local Police departments in the investigation of crimes to provide expertise and develop consistency in the processes across all municipalities.

Essential Job Functions

1. Assists local Police Departments in the County of Adams in the investigation of crimes.
2. Provides technical assistance and expertise to lend advice in the investigation of crimes.
3. Performs various duties in undercover investigations.
4. Reviews evidence, interviews witnesses, victims, and suspects to gather pertinent information to lead to the arrest and conviction of criminals.
5. Testifies in court as required.
6. Prepares and submits precise reports on all activities on appropriate forms and distributes to appropriate agencies.
7. Performs foot pursuit, which may involve running, crawling, and traversing various terrain.
8. Instructs and trains local Police Officers on current and modern criminal investigation techniques to ensure consistent principles are applied across the county.
9. Prepares and executes approved search warrants
10. Prepares and files criminal complaints with the court.
11. Effects hands on arrests of violators when necessary.
12. Serves court orders and subpoenas.
13. Maintains Act 120 certifications for the Municipal Police Education and Training Commission as well as meeting firearms requirements for that entity.
14. Maintain certification in and the ability to access and operate NCIC/CLEAN and JNET terminals.
15. Obtain and maintain first aid/CPR certification.

Important Job Functions

1. Maintains firearms, vehicles, and other assigned equipment in proper condition at all times.
2. Must qualify annually as per MPOETC standards with the carried firearms and must attend one additional in-service or external firearms training course annually.
3. Represent the District Attorney's Office at meetings of law enforcement personnel.
4. Performs other duties as required to ensure efficient operation of the District Attorney's Office, and the Adams County Detectives Department.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Typewriter
- Calculator
- Firearms, O.C. Spray
- 2-way radio, mobile data terminal, in-car video camera
- Handcuffs, shackles, various restraining devices
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- A County Detective must possess Pennsylvania Act 120 Municipal Certification, or a waiver for it. It is preferred but not required that this individual have considerable investigative experience as a Pennsylvania Police officer or its equivalency. A County Detective must have at least 5 years of prior experience as a police officer, with at least two of those years in the Commonwealth of Pennsylvania.

License(s) and Certification(s):

- State of Pennsylvania Police Training Commission certificate.
- Valid State of Pennsylvania driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of criminal statutes regarding criminal sexual conduct and violence against women.
- Knowledge of the criminal investigation process.
- Knowledge of the geography of the County of Adams.
- Knowledge of police methods, practices, and procedures and ability to apply this knowledge to specific situations.
- Knowledge of first aid methods and ability to apply same in specific situations.
- Knowledge in contemporary office practices and procedures and basic office software products.
- Must be able to comprehend and speak the English language in and understandable manner to carry out essential functions of the job.
- Must possess the ability to function independently, have flexibility and the ability to work effectively with public, co-workers and others.

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- Must possess the ability to maintain confidentiality regarding client information and records.

Skill:

- Skill in interviewing suspects or otherwise uncooperative individuals and obtaining accurate information.
- Skill in computer use and data entry.
- Skill in interpersonal and public relations.
- Skill in organization, time management, and multi-tasking.

Abilities:

- Ability to analyze situations and to adopt quick, effective, and reasonable course of action in extremely stressful environments.
- Ability to communicate effectively verbally and in writing.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies, and the public.
- Ability to work with confidential information.

Physical Abilities:

- Perform essential duties in all weather conditions.
- Restrain uncooperative and dangerous individuals.
- Sit for extended periods, keyboard, write, hear, and speak.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Push, pull, hold, or lift more than 100 pounds.
- Must be able to cope with the physical and mental stresses of the position.
- Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the County of Adams not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Adams to comply with all Federal, State, and local laws concerning the employment of persons with disabilities so long as not to cause undue hardship to the County of Adams or facility to which employed. An individual who performs essential job functions of the job with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

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ACKNOWLEDGMENT:

This position description serves as a guideline for communication the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

The description in to intended to be an exhaustive list of all responsibilities and duties required.

I have read the above position description and fully understand the requirement set forth therein. I hereby agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Employee Signature _____ Date _____