
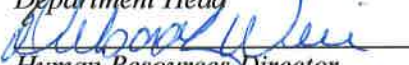


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Cold Case Unit Investigator	PAY GRADE: 13
DEPARTMENT: Sheriff's	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Cold Case Unit Lead Investigator	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:  Department Head	3/15/11 Date
 Human Resources Director	3/7/11 Date

I. PURPOSE SUMMARY. To perform tactical and strategic analysis investigative duties related to complex criminal cases and to develop predictions for trends and patterns of existing or future criminal activities for internal cases and to assist requesting agencies.

II. ESSENTIAL DUTIES.

Conducts review and investigation of cases assigned, tasks include but are not limited to:

- Evaluates requests, complaints and/or allegations to determine assigned case priorities and types of evidence necessary to proceed.
- Explores and exhausts all leads to information and evidence in existing case file to determine status of unsolved cases, primarily homicide and missing persons.
- Determines the scope, timing and direction of the investigation.
- Gathers information through interviews, observation, interrogation, and/or informants.
- Promptly reports critical information uncovered to expedite cases as circumstances warrant.
- Prepares findings in clear, logical, impartial and properly documented report format.
- Prepares court documents to seize property or apprehend persons.
- Prepares case files and assists the District Attorney's office in preparing for trial.
- Conducts follow up investigations on criminal cases to validate/invalidate statements of others.
- Testifies before grand juries and in federal or state court.

Administrative duties related to cases assigned, tasks include but are not limited to:

- Preparation and maintenance of case files kept updated as case develops.
- Submission of supplemental reports on a daily basis.
- Case files and evidence collected are kept secured at all times.

III. ADDITIONAL DUTIES. Other investigative duties as may be assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma or GED is required.

B. Education substitution. None

C. Experience. Five (5) years experience in analysis of criminal/crime information, the analysis of business/financial records, police science, criminal justice, criminology, criminal investigations as a legal assistant, paralegal, law clerk, bank operations officer or any other experience involving extensive research.

D. Experience substitution. None

E. Licenses/Certifications. Driver's License is required. Current New Mexico Law Enforcement Certification or eligibility for certification by waiver is preferred.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must successfully pass background check, polygraph.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Principles, methods and techniques of law enforcement; laws, methods and procedures of criminal investigation; rules, regulations and standard operating procedures of the Dona Ana County Sheriff's Department; Doña Ana County geography; Criminal law and criminal procedure in regard to apprehension, arrest and custody of persons committing misdemeanors and felonies; Basic computer skills; Basic mathematics; Report writing; Court demeanor and protocol; and Effective communication and listening techniques.

Must have skills in: Oral and written communications; Analyze crime scenes and develop investigative strategies; interrogation and interview techniques.

Use of computer software and social networking and other computer electronic investigative techniques.

Use of firearms and law enforcement equipment (if certified)

Must have ability to: Maintain neutrality during an investigation and subsequent report writing; establish and maintain effective working relationships with others.

2. FREEDOM TO ACT. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements, methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT. Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work direction for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS. The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

5. WORK ENVIRONMENT. The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY. No supervision exercised. Responsible for own work.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date

02/11