Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is a skilled, professional, investigative position in the Prosecuting Attorney’s Office. An employee in this classification may be responsible for a variety of tasks including conducting investigations, interviewing child victims of alleged physical and sexual assault, preparing investigative reports and serving subpoenas, summonses and other documents on witnesses and suspects as required. Work involves the application of specialized investigative knowledge and techniques, including interviewing of child victims, and may require the employee to testify in court. The incumbent will work closely and collaboratively with law enforcement, including Child Protective Services (CPS). Irregular work hours may be required and possible hazardous conditions may be encountered. The work is reviewed for completeness by a deputy prosecuting attorney and/or the chief criminal investigator.

**SERIES CONCEPT:** An employee in this classification is responsible for performing the more complex investigations and/or preparation of mitigation and social history reports.

**ESSENTIAL FUNCTIONS:**
- Serves subpoenas, summonses and other required documents on witnesses and suspects as required. Traces and locates witnesses who have moved or relocated. Writes reports and executes affidavits of service and process relative to work performed.
- Interviews child victims of sexual and/or physical assault in conjunction with law enforcement personnel and CPS. Interviews children who are witness to or victims of other crimes such as homicide, assault or rape, as requested.
- Makes written and verbal reports to deputy prosecuting attorney detailing information obtained in investigative interview. In cases involving child victims and witnesses, makes verbatim written report detailing child’s statements, developmental level and ability to testify.
- Testifies in dependency and criminal court proceedings, both as an investigator on individual cases and as a witness with expertise on the subject of child sexual abuse.
- Investigates any incident, civil or criminal, as assigned by the department.
- Trains new staff on interviewing, verbatim note taking and investigative techniques.
- Performs other related duties as assigned.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays.
- Lift and carry up to XX lbs.
- Establish and maintain effective working relationships with County officials, employees and the general public.

**OTHER JOB FUNCTIONS:**
- Perform other job functions as assigned.
SUPERVISION RECEIVED AND EXERCISED:
This position reports to the Sexual Assault Unit Team Chief. Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but may provide training and guidance to new employees and temporary employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This position is requires extensive use of verbal and written communications skills.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of:
• Considerable knowledge of interviewing techniques, including those techniques which specifically apply to children.
• Considerable knowledge of criminal justice system.
• Considerable knowledge of requirements for witnesses and special requirements for child witnesses.
• Considerable knowledge of investigative techniques and practice.
• Knowledge of the geography of Pierce County and its road systems.

Skill in:
• Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:
• Ability to express in written form detailed and accurate reports that set for the material gathered through investigations.
• Ability and aptitude to enforce and carry out instructions firmly, tactfully and impartially in order to deal courteously with the public. Considerable ability to relate sensitively to all victims and witnesses, including children.
• Understand and follow written and verbal instructions.
• Work effectively and productively with others.
• Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
• Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
• Meet the travel requirements of the position.
• Physically perform the essential job functions of the classification.
• Ability to maintain regular and predictable attendance.
MINIMUM REQUIREMENTS TO APPLY:

For Child Interviewer: Bachelor’s Degree in child development, social work, elementary education or related field and three years experience conducting investigations including experience working with child victims. Related experience can be substituted for educational requirements.

For Investigator/Process Servers: Bachelor’s Degree and three years experience conducting investigations. Candidates with experience as a law enforcement officer or investigator in a law enforcement agency may substitute that experience for the education requirement.

Ability to successfully complete a thorough background investigation and interview is required.