

SPECIAL INVESTIGATOR

POSITION PURPOSE: SERVES AS INVESTIGATOR FOR THE DISTRICT ATTORNEY'S OFFICE. PROVIDES INVESTIGATIVE ASSISTANCE TO LOCAL LAW ENFORCEMENT AGENCIES. SUPERVISES DOMESTIC ABUSE INVESTIGATION TEAM.

POSITION IN ORGANIZATION: REPORTS TO THE DISTRICT ATTORNEY AND THE DEPUTY DISTRICT ATTORNEY.

MAJOR DUTIES

1. Reviews police reports filed in the District Attorney's Office and directs further investigation as warranted.
2. Acts as a liaison between District Attorney's Office and law enforcement agencies to facilitate the timely filing of reports, follow-up investigation, meetings between law enforcement personnel and District Attorney staff, collection/preparation of physical evidence for use at trial and all other aspects of the criminal justice process from initial response to trial and post-conviction motions.
3. Assists the District Attorney, Deputy District Attorney, and Assistant District Attorneys in all aspect of preparation for motion hearings, trial, and post-conviction hearings including interviewing witnesses.
4. Assists law enforcement and the coroner's office in death investigations.
5. Assists in major investigations as requested by the District Attorney.
6. Assists in conducting physical line-ups, John Doe investigations, Coroner/District Attorney Inquests, and the preparation/execution of search/arrest warrants.

7. Receives and evaluates citizen complaints made to the District Attorney's Office.
8. Supervises and directs activities of members of the Winnebago County Domestic Abuse Investigation Team.
9. Serves legal process as required by time constraints or unavailability of contract provider of services.
10. Develops, implements, and oversees security of District Attorney's Office and staff.
11. Locates and interviews witnesses for court hearings.
12. Provides transportation and security for witnesses as directed by the District Attorney.
13. Assists the District Attorney in implementing policies and agendas of the Office. Assists in accomplishing goals set by the District Attorney for the department.
14. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Acts as the investigative arm of the District Attorney's Office concerning potential criminal actions.
2. Ensures that analysis and research into potential criminal action are provided in an efficient manner.
3. Ensures that any action taken by the District Attorney's Office concerning criminal actions is supported by facts and evidence through investigation.
4. Provides a liaison between the District Attorney's Office and area law enforcement agencies.

