



Winnebago County

*The Wave of the Future*

**JOB POSTING  
(TWO POSITIONS)**

**POSITION TITLE:** Investigator  
**LOCATION:** District Attorney  
**HIRING RANGE:** \$61,864-\$68,738/Yr.  
**STATUS:** Part time  
**HOURS PER WEEK:** 20  
**WORK HOURS:** 7:30 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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**WINNEBAGO COUNTY  
POSITION DESCRIPTION  
*September 2017***

**POSITION TITLE:** Investigator  
**DEPARTMENT:** District Attorney  
**PAY BASIS:** Salaried

**PURPOSE AND SUMMARY:**

Investigates cases as assigned by Special Investigator with the goal of providing the assigned prosecutor with all information needed for prosecution. Serves legal process as directed. Obtains daily list of defendants arrested by local law enforcement agencies and assists in running current criminal and LRMS conviction history. Provides court and prosecutors updated Wisconsin CCAP records.

**ESSENTIAL FUNCTIONS:**

1. Reviews assigned cases to ensure complete documentation of essential elements necessary for successful prosecutions.
2. Conducts follow-up investigations, including interviewing victims and witnesses, to provide the assigned prosecutor with complete information relevant to the case.

3. Ensures that all case records are current and accurate.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Obtains 911 tapes, jail phone records, relevant medical records, photographs and any additional evidence needed, including taking photographs of victim's injuries as necessary.
2. Participates in meetings with other agencies and gathers information and evidence relevant to the case being investigated.
3. As assigned, attends community group meetings to educate the public and promote the goals of the District Attorney's Office, specifically the domestic abuse unit.
4. Attends approved training for law enforcement certification, investigations, and/or domestic abuse.
5. Provides victims with appropriate programs for assistance.
6. Helps locate witnesses and co-defendants.
7. Reviews and signs daily criminal complaints and serves legal process as directed.
8. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Special Investigator.
2. Works with local law enforcement and correctional agencies, probation and parole, court personnel, hospital staff, assistant district attorneys, witnesses, victims, and the public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school or its equivalency required. Degree in police science, criminal justice or bachelor's degree in related field preferred. Relevant experience also considered.
2. Certified police officer in the State of Wisconsin.
3. Maintain Wisconsin certification as a police officer in accordance with the Wisconsin State Standards Bureau.
4. Possess and maintain a valid Wisconsin Driver's License.
5. Become Time System certified through the State of Wisconsin.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of current investigative techniques.
2. Knowledge of criminal statutes and court room procedure.
3. Possess good organizational skills.
4. Strong written and verbal communication skills including listening skills.
5. Ability to multi-task.
6. Ability to maintain a high level of discretion and confidentiality.
7. Ability to establish and maintain effective and cordial working relationships with fellow employees, attorneys, other agencies and the general public.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to move about the community to serve legal process papers and assist at times with arrest warrants and traffic stops/crashes.