



JOB POSTING

Posting Open: 4/21/22

Close: Until Filled

Department: Public Defender's Office

Job Title: Part-Time Investigator

Union: AFSCME 2025A

JOB CLASSIFICATION:

Grade: 21

Salary: \$19.67/hr

Hours: 20 hours per week

See attached job description.

Please submit completed application to:

Applicants may submit a cover letter, resume and completed application to:

**Hany Khoury, Public Defender
Rock Island County Public Defender's Office
1504 3rd Avenue
Rock Island, IL 61201
publicdefender@co.rock-island.il.us**

An application can be found online at <http://www.rockislandcounty.org/Jobs/>

Rock Island County Job Description

TITLE: Investigator

DEPARTMENT: Public Defender's Office

SUPERVISOR: Public Defender

SUMMARY: Conducts investigation, assistance and preparation of criminal cases in Rock Island County, and other jurisdictions upon request, in order to provide assistance to the Public Defender's staff.

ESSENTIAL JOB FUNCTIONS:

- Conducts initial intake interviews for Public Defender clients.
- Conducts and supplements investigations for staff attorneys. Provides contacts to gather information for locating persons.
- Initiates investigative work to support staff attorneys during pre-trial preparation and trial. May testify in court.
- Reviews and organizes evidence, including digital evidence, in criminal cases to assist with motion hearings and trial preparation.
- Locates reluctant, uncooperative and recalcitrant witnesses, provides and monitors their whereabouts throughout court proceedings.
- Maintains relationships with local medical providers and co-ordinates service of subpoenas/summonses upon medical personnel. Secures medical release of information authorizations and serves subpoenas upon different businesses to obtain records for ongoing investigations.
- Maintains relationships with specific sources of information at the U. S. Postal Service and telephone service providers to locate witnesses and to obtain evidentiary materials.
- Reviews internet, social media and other digital media to locate witnesses and to gather evidentiary materials.
- Locate and serve subpoenas upon witnesses.
- Arranges transportation, lodging and accommodations for out-of-town witnesses. Assists with their attendance throughout court proceedings.
- Works with trial attorneys to obtain and prepare demonstrative exhibits for use at trial, including recordings, maps, charts and audio/video materials.
- Requires skills to interview victims, witnesses and suspects, and documenting the interviews.
- Assists with community outreach and public information for the Public Defender.

- May conduct surveillance.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Prefer degree in law enforcement and at least four years of experience in the criminal justice system. Requires extensive experience in law enforcement and administrative skills or an acceptable equivalent combination of experience and training. Graduate of Police Training Institute is desirable. Knowledge in the legalities of firearms and skill in identifying various drugs.

LANGUAGE SKILLS:

Ability to read and interpret documents such as testimony, police reports, operating and maintenance instructions, and legal regulations. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees of the organization. Skillful interview techniques are extremely important.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, digital, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have valid Driver's License and auto insurance.

Licensed to carry firearms in Illinois is preferable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee may be occasionally exposed to outside weather conditions. The noise level in the work environment varies from quiet to loud.

Employee must conduct themselves in a pleasant and professional manner with all other employees in the office and while engaging with others during work hours. Employee must at all times maintain strict confidentiality of sensitive case information and be committed to serving the interests of justice.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.