



## JOB POSTING

**Posting Open:** September 22, 2022

**Close:** Until Filled

**Department:** State's Attorney's Office

**Job Classification:** Investigator - Temporary ARPA Funded until November 2024

**Position Availability:** ASAP

**Pay Range:** \$17.00/hr (\$35,360.00/annually) - \$19.00/hr (\$39,520.00/annually)

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

**LeAnn Ziegenhorn, Office Administrator  
Rock Island County State's Attorney's Office  
1317 3<sup>rd</sup> Ave.-2<sup>nd</sup> Floor  
Rock Island, IL 61201  
statesattorneysoffice@co.rock-island.il.us**

# Rock Island County

## Job Description

---

<b>TITLE:</b>	Investigator
<b>DEPARTMENT:</b>	State's Attorney's Office First
<b>SUPERVISOR:</b>	Assistant/Chief of Criminal
<b>FLSA:</b>	Division Exempt
<b>EMPLOYMENT STATUS:</b>	At-Will Employee

**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 State's Attorneys staff.

### ESSENTIAL JOB FUNCTIONS:

- Conducts and supplements investigations for staff attorneys. Provides contacts to gather information for locating persons for all local law enforcement agencies.
- 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 charging determinations, motion hearings and trial preparation.
- Executes search warrants and serves arrest warrants and subpoenas/summonses on victims, witnesses and defendants at the direction of the State's Attorney.
- 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 from victims of violent crimes 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.
- 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 State's Attorney.
- May conduct surveillance.

**SUPERVISORY RESPONSIBILITIES:**

May direct one or more employees in investigations for the State's Attorney Office. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, organizing, implementing and directing work and determining appropriate information. Position has narrow supervisory responsibility limited to specific assigned investigations.

**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:**

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 frequently 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.