

Uintah County

Job Description



Title:	Investigator/Drug Court Case Manager	Code:	914
Division:	Administration	Effective Date:	7/10
Department:	Attorney	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	35

GENERAL PURPOSE

Performs a variety of **working level professional** duties as needed to manage the drug court case load. Assist in the investigation of criminal cases, including person and property crimes. Assist Attorney's in trial preparation. This position is partially funded by grants and will be dependent upon receipt of those grants.

SUPERVISION RECEIVED

Works under close to general supervision of the County Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (May be assigned to one or more of the following duties)

Drug Court Functions:

Conducts detailed investigations of client social history including physical environment, family and peer relationships, emotional history, etc.

Prepares detailed social history reports for submission to courts and as support documentation for professional recommendations; offers in-court recommendations.

Makes decisions to hold in custody or release based upon intake investigation results.

Attends court, meets with clients and instructs in probation obligations, regulations and practices; instructs in the completion of various forms.

Establishes and maintains contacts with key individuals involved in the cases and case compliance, i.e. detectives, school resource officers, school officials, attorneys, judges, parents, spouses, co-workers, counselors, etc.

Coordinates with various agencies and apprises of client contact obligations.

Provides agencies with copies of documentation, court orders and related materials.

Performs follow up as needed to assure client contact compliance; issues affidavits as requested by judges for clients who violate probation terms and conditions.

Performs a variety of field visits to determine client compliance with drug court terms and conditions.

Performs random bar checks, conducts drug tests, makes home and office visits; coordinates with other agency and treatment personnel to detect violations.

Attends various hearings for arraignments and sentencing; may be required to attend court and offer testimony in relation to specific cases regarding probation violations; prepares monthly reports showing case activity, etc.; makes recommendations for extension or termination of drug court terms.

Will routinely detain and make arrests of participants in violation of drug court rules and court orders. Will make detention and arrest decisions in circumstances where the individual's safety and/or the safety of the public is at risk.

Reviews client compliance and enforces drug court orders.

Investigative Duties:

Prepares complex case documentation, courtroom exhibits as needed to assist legal actions brought by the County Attorney's office.

Performs follow-up interviews with victims and witnesses.

Coordinates with local law enforcement to assist in investigations.

Prepares cases for court according to formalized procedures and provides testimony in court as required; coordinates case preparation with Attorney. Reviews evidence collected by officers; determines quality of evidence and evaluates strength of case.

Will be responsible for detention and arrests of criminal suspects. May serve arrest warrants, summonses and subpoenas on criminal defendants.

Will be responsible for community protection in certain circumstances, and will assist in law enforcement functions with other law enforcement agencies.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or GED certification, plus Graduation from (P.O.S.T.) Academy
AND
- B. Five (5) years of progressively responsible law enforcement experience.
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills. Some knowledge of modern office practices and procedures; dispatch communication equipment; elementary first aid techniques and procedures; clerical processes and procedures; standard office equipment and machinery.

Skill in the use of firearms; communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

Ability to apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public, fellow employees, inmates, and the public; perform work requiring good physical condition; restrain physically violent prisoners; react quickly to various situations under conditions of stress.

3. Special Qualifications:

- Must be at least 21 years of age.
- Must possess a valid Utah State Drivers License.
- Must be available to work on-call.
- Must complete 40 hours of training per year to maintain P.O.S.T. certification.
- Must possess a DUI evaluators License or be able to attain within six (6) months.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Given the law enforcement, participant supervision,

and investigatory function of this position, the case manager may at times be placed in situations where his/her personal safety is at risk. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)