



Delaware County Job Description

Agency

Delaware County Prosecutor's Office
100 W. Main St. RM 312
Muncie, In 47303
765-747-7801

Job Title

Investigator
Reports to Prosecutor and Deputy Prosecutor
Work Schedule: 8:30-4:00 M-F

Job Summary:

Primarily responsible for case analysis and management involving violent crimes against women. Works under policy guidelines established by the prosecutor, normally performing duty assignments using methods and procedures at his/her discretion, limited only by administrative and legal policies and grant guidelines. End results determine effectiveness.

Job Requirements/Job Domains:

Investigations

1. Accepts cases involving violent crimes against women from various law enforcement agencies, local, state federal and international, to review for possible charges
2. Prepare charging Information(s) and Affidavit(s) of Probable Cause
3. Filing cases/pleadings with Clerk and Court
4. Case follow-up and file management
5. Assist Prosecutor/Deputy Prosecutor with trial preparation
6. Attend trials
7. Respond to telephone inquiries regarding investigations/case status
8. Coordination with law enforcement and victim advocates
9. Preparing pleadings in pending cases
10. Assist with Grand Jury
11. Collect data for grant reporting

Difficulty of Work/Education and Experience Requirements:

1. High school degree or equivalency
2. Computer training/skills
3. Bachelor's degree or equivalent law enforcement/legal experience preferred.

4. Prior experience with victim advocacy preferred

Responsibility/Knowledge, Skills, and Abilities:

1. Knowledge of State criminal codes, court system and Prosecutor's Management System (PMS), Microsoft Word
2. Knowledge of Prosecutor's office policies and procedures and general operations
3. Knowledge of proper investigation, arrest, search and seizure and interview procedures
4. Oral and written communication skills for interaction with numerous and varied entities and individuals
5. Ability to understand legal documents, terms and scientific reports
6. Ability to work under pressure
7. Work with victim advocates on daily basis

Personal Work Relationships:

Victim advocates, Law Enforcement (local, state & federal), court personnel (local, state and federal), Clerk, Probation, medical professionals, Dept. of Corrections

Physical Effort Required (ADA related):

Climate controlled office work mostly, some light lifting/carrying.

Working Conditions:

Job duties are normally performed in an office setting, however some field investigation is necessary, including locating witnesses, evidence and crime scene review.

Proficiency:

It may take up to one year to become proficient in this position.

Salary:

\$33,260 to \$36,965 based on experience