

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC BEGINNING  
NOVEMBER 16, 2020 AND ACCEPTED UNTIL POSITION IS FILLED.**

**JOB TITLE: Part-time Investigator, #11354**

**On-line: [www.co.wayne.in.us](http://www.co.wayne.in.us)**

**Date Posted: November 16, 2020**  
**Department: Public Defender**  
**Hours: 29 hours/week**  
**Salary Range: \$20.73/hr. (2020 salary)**  
**\$21.14/hr. (2021 salary)**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodation would cause an undue hardship.

Incumbent serves as Part-time Investigator for the Public Defender Office responsible for providing assigned investigation information and preparation for trials including interviewing, acquiring statements, completing background checks, and obtaining proper documentation for trials, reviews reports from law enforcement agencies, and assists in the preparation of depositions.

## **DUTIES:**

Review discovery and reports from area law enforcement agencies as requested by attorneys (note: attorneys used in the document shall mean the attorneys serving in the Wayne County Public Defender Office, hereafter referred to from time to time as PD Office) or attorneys who may be appointed by the Court outside of the PD Office to represent a client at public expense).

Contact clients, witnesses, third parties, and law enforcement to gather information, provide information, or follow up on matters at the direction of attorneys.

Assist with completing responses to discovery requests.

Attempt to locate persons needed for trial or deposition and/or prepare or serve subpoenas as directed by attorneys.

Assist in conducting criminal record checks and obtaining documentation of any criminal records, as directed by attorneys.

Assist, when needed, clerical staff members of the PD Office.

Investigate appropriate matters at the direction of attorneys to assist attorneys in appropriate defense related matters for clients.

Assist with scheduling related matters for cases, hearing, and trials.

Complete other duties that may be requested by attorneys and/or clerical staff of the PD Office.

## **I. JOB REQUIREMENTS:**

High school diploma or GED. Previous work experience with law enforcement, investigative agencies, and or criminal defense work.

Post-secondary education related to law enforcement or legal work is preferred.

Working knowledge of Standard English grammar, spelling, and pronunciation and the ability to speak clearly with poise.

Ability to write and edit reports.

Working knowledge of court, legal terminology, and office procedure and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to comply with appropriate personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently service with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of information/records according to state requirements and/or requirements of the attorneys.

Ability to effectively communicate both orally and in writing with co-workers, other County department, County/City Jail, Courts, Prosecutor's Office, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Such communications includes in person, in writing and telephonically.

Ability to testify in legal proceeding/court.

Ability to proficiently operate standard office equipment, including computer, calculator, fax machine, copier, telephone, scanner, recording equipment and video and audio equipment.

Ability to work alone with minimum supervision or with others in a team environment.

Ability to compare or observe similarities and difference between data, people, or things.

Ability to compile, collate, or classify data, analyze, evaluate, observe, diagnose, and investigate.

Ability to interview potential witnesses and victims and investigate case related matters at the direction of attorneys.

Ability to comply with all hiring requirements, including passage of any keyboard, typing, and/or computer proficiency test and criminal reference or background check.

Ability to compile, collate, or classify data and take action based on data analysis.

Ability to file, post, and mail materials.

Ability to work on several tasks at the same time and work rapidly for long periods and often under

time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations.

Possession of a valid driver's license and demonstrated safe driving record.

**II. RESPONSIBILITY:**

Incumbent conducts investigations at the request of and under the supervision of the attorneys, as such term in described. This includes conducting such investigations in an honest and ethical manner in appropriate legal guidelines.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with attorneys, PD Office staff, other County departments, law enforcement agencies, hospitals, third party treatment related agencies (Centerstone, Meridian, etc.), co-workers, court personnel, and the public for the purposes of investigating, gathering information, providing information, and ideas, explaining/interpreting policies and procedures.

Incumbent reports to the PD Office staff and attorneys, and is accountable to and reports to the Wayne County Courts as directed.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting and walking at will, sitting/standing for long periods, close and far vision, depth and color perception, keyboarding, speaking clearly and hearing sounds/communications.

Incumbent may work with or be exposed to violent or irate individuals.

Incumbent may be involved with exerting up to 25 pounds of force occasionally and/or a negligible amount of force to frequently lift, carry, push, pull or otherwise move objects.

Incumbent will be traveling to other government buildings in immediate area and other offices in the Courthouse. Incumbent may be required to travel to other locations for purposes of carrying out the duties and responsibilities described herein.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Part-time Investigator for the Public Defenders Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

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Print or Type Name