

Job Description

Job Title: Chief Investigator

Job Code: 902023

Job Family: Public Safety

Pay Grade: 18.18

FLSA: Exempt

EEO: Protective Service Workers

Department/Agency: DAT

Position Number(s): 100460

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Supervises employees and investigators assigned to the Economic Crime Unit; supports, coordinates, and directs investigations; participates in both financial crime and consumer protection investigations; monitors investigator caseloads and determines priority to be given to projects/cases; creates and conducts training for investigators and staff; develops strategic plan, objectives, and goals for unit; identifies and secures resources needed to achieve objectives; reviews and approves inquisitions and complex subpoenas, case submissions, and investigative summary reports generated by investigators.
- Formulates and recommends budgetary proposals to fund consumer protection and white collar crime investigations and initiatives; monitors the expenditure of funds to ensure adequate fiscal controls and accounting procedures are in place to maintain the integrity of allocated monies; tracks and maintains divisional caseload and litigation statistics.
- Serves as agency contact person for local, state and federal agencies and coordinates joint investigations; manages and controls access to the Kansas Criminal Justice Information System; supervises Terminal Agency Coordinator; assures compliance with ALERT, KBI and FBI; serves as coordinator of Johnson County Alert line and FAST team.
- Assists and advises the District Attorney on matters related to law enforcement and the investigation of financial crimes and consumer protection violations; investigates sensitive internal personnel matters as directed by the District Attorney; prepares affidavits for search warrants and inquisitions; testifies at all stages of judicial proceedings; serves subpoenas; reviews and assigns KOMA, KORA and other election law violation investigations; maintains department vehicles and investigative equipment; maintains evidence room.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in business, accounting, criminal justice, or related field; five (5) years' experience conducting investigations; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Master's degree in business, accounting, criminal justice, or related field; two (2) years' experience as a lead worker or supervisor; Certified Fraud Examiner and Certification in interviewing and interrogations; and Law Enforcement Commission are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Safety-sensitive job.