



Assigned: Job Descriptions are an outline of the primary job responsibilities. An employee may be asked to perform additional reasonable tasks outside of their primary responsibilities as needed by their supervisor or Elected Official.

Investigator, Prosecuting Attorney's Office

Job Grade: 14

Safety Classification: Safety Sensitive

Exempt: Exempt

Department: Prosecuting Attorney

Reports To: Elected Official or Office

Manager

Location: Washington County Courthouse

Effective Date: 1/1/2026

Job Summary: Investigators shall ensure confidentiality of all matters. Any breach of confidentiality can lead to disciplinary actions up to and including immediate termination. All incumbents should complete tasks timely and efficiently, and in a respectful and professional manner. Incumbents shall adhere to Prosecuting Attorney Department and Washington County Policies. Incumbents are expected to work as a team and foster a positive work environment. The incumbent performs independent investigations of criminal charges, for juveniles and adults that are filed against individuals as directed by the Prosecuting Attorney. The incumbent provides sophisticated investigatory expertise for a wide range of complex, sensitive, and difficult cases. This person is responsible for providing skilled investigative work as well as coordinating all aspects of trial preparation and presentation of evidence and testimony for trial. This includes providing their professional opinion and offering legal assistance. This position requires a highly motivated individual. The Investigator performs law enforcement work involving the investigation of felony offenses such as robbery, assault, theft, arson, rape, and homicide. The Investigator must possess knowledge of state criminal law, crime scene investigation, interview and interrogation techniques, and internal investigations. The Investigator assists prosecutors and staff with all investigative needs, pre-trial preparation and any other needs specific to prosecution of criminal cases. Additionally, he maintains and possesses needs related to vehicles, vehicle equipment, investigative equipment and investigative tools. The Investigator is responsible for maintaining office safety.

Essential Responsibilities and Functional Competencies:

Investigation and Analysis: systematic process of gathering and examining information to understand a situation, typically a crime or potential criminal activity, in order to develop leads, identify suspects, and potentially solve the case. It involves gathering facts, analyzing evidence, and creating visualizations to reveal patterns and connections that might not be apparent through traditional investigation methods.

- Working with attorneys to develop case strategy and gather evidence for sentencing; ability to elicit information from diverse individuals, including potentially vulnerable populations; acts as a liaison with law enforcement preparing detailed and accurate written reports summarizing findings and presenting recommendations to the court
- Ability to plan, organize, and conduct thorough and comprehensive investigations;
- Effectively conduct interviews in high-crime areas and with a variety of people from different socioeconomic backgrounds;
- Utilize information from various sources to uncover facts and identify potential risks or deviations from established standards. This involves understanding and applying relevant legal frameworks, rules, and regulations to the information gathered



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- Knowledge of interviewing techniques and research methods; interviewing proposed conservatees/conservators, witnesses, family members, and other involved parties; keeping up-to-date on investigative techniques;
- Ability to gather, analyze and evaluate facts and evidence; impartiality and the ability to maintain objectivity and avoid bias in investigations
- Locates and interviews witnesses, victims, and other persons who may provide pertinent case information; follows up on leads to gather additional information; visiting clients in correctional facilities; investigates conservatees/conservators background;
- Conducts taped and/or written interviews to be transcribed and forwarded to the appropriate case attorney; reviews and analyzes discovery and other case documentation

Investigative Report Preparation and Communications: detailed, formal document that presents the findings of an investigation, typically involving in-depth research, analysis, and fact-checking to uncover hidden information, expose wrongdoing, or explain complex issues. It's a crucial record of the investigative process, aiming to provide a clear, concise, and factual account of the incident or situation under scrutiny.

- Ability to prepare detailed narrative and informational reports; assists attorney in preparing exhibits and other material to be used in hearings or trials;
- provides comprehensive reports of interviews and investigation to the responsible attorney; ability to prepare well-organized, thorough, and concise reports that can be used in court;
- Researching and obtaining various records (e.g., court, medical, criminal, employment; clearly able to convey information, findings, and recommendations
- Provides information to and assists experts, gathers and maintains all records relevant to the case; demonstrate necessary communication and interpersonal skills; Potentially providing sworn testimony regarding investigative findings and recommendations.

Legal Research: Analyzing and interpreting legal information to address specific issues or build legal arguments. The difficulty and complexity of legal research can vary greatly depending on several factors, including the nature of the legal issue, the available resources, and the researcher's experience level.

- Conducting in-depth legal research using online databases and other resources to support attorneys
- Relies on observation, experience, and data collection (quantitative or qualitative) to study how law operates in the real world
- Challenges traditional legal assumptions and highlights inequalities or power dynamics within the legal system.
- Managing case files, conducting legal research, and assisting with all phases of litigation, including discovery and trial preparation.
- Efficiently analyzing legal issues based on extensive knowledge and experience
- Conducts legal research using authoritative sources as part of case preparation or issue analysis. Produces cogent memoranda to describe the law surrounding topics of inquiry
- Involves critically evaluating and interpreting legal materials to resolve ambiguities and propose new theories.
- Examines how laws operate in practice, considering social, economic, and political contexts. Can work independently with basic rules but still needs guidance on complex situations



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Legal Acumen: Legal acumen involves the ability to make quick and sound legal decisions and judgments based on a keen understanding of legal principles and practices. It can be viewed as developing through various levels of difficulty and complexity, mirroring the progression of a legal career or the complexity of legal issues being handled.

- Integrate legal considerations strategically, and handle highly complex legal frameworks.
- Difficulty: Very high, involving sophisticated legal reasoning, in-depth understanding of specialized legal areas, and the capacity to shape legal precedents or reforms.
- Complexity: Expert legal acumen is crucial for navigating cases defined as "complex" which involve numerous pretrial motions, large amounts of evidence, multiple parties, coordination with related actions in different jurisdictions, or substantial post-judgment supervision. Ability to apply legal principles and precedents to the facts of a case, helping to understand how different legal principles interact and affect various situations.

Legal Procedures and Case Management: administrative and logistical aspects of legal cases, ensuring smooth progression and efficient organization

- Managing and coordinating special projects, such as department transactions, regulatory filings, or complex litigation
- Managing case files, conducting legal research, and assisting with all phases of litigation, including discovery and trial preparation.
- Lengthy Duration: Some cases are inherently lengthy due to procedural requirements, extensive discovery, or the need for expert witnesses, contributing to their complexity.
- Large Volume of Evidence: Cases with extensive documentation (emails, contracts, technical records) necessitate detailed review and analysis, increasing complexity.

Licensing Requirement: Certified officer requirement; individual must have completed a state-certified police academy, FTO, and must be certificated by the Commission on Law Enforcement Standards and Training (CLEST).

Environmental Conditions: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform, when possible, the essential functions. The noise level in the work environment is usually moderate; noise level in outside investigations can range from low to high. The Investigator may encounter situations that are somewhat dangerous since the nature of the job includes criminal investigations, often dealing with unsafe areas or individuals. The Investigator should be comfortable with assessing and dealing with such situations, often on short notice. The work environment may sometimes demand a significant amount of physical exertion and strenuous physical activity which would be associated with specific difficult terrain, searching for evidence of witnesses in the field and/or related to removing oneself from unsafe or dangerous situations quickly. Required to be on-call on a 24-hour basis, seven days a week, as needed by the Prosecuting Attorney or deputy prosecuting attorneys



WASHINGTON COUNTY

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Physical Activities: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform, when possible, the essential functions.

While performing the duties of this job, the employee may often be required to sit, stand or walk for long periods of time. At times job may require more strenuous forms of physical exertion such as running, climbing or traversing rough terrain. Must be able to carry items and reach with hands and arms.

Employee must be able to use hands and fingers to feel objects, manipulate investigative or other equipment. Must be able to see, talk and hear. Specific vision abilities required by this job include the ability to use close vision in use with large amount of paperwork. Must be able to operate motor vehicle and possess vision appropriate for surveillance operations. The employee must occasionally lift and/or move objects up to 25 pounds or sometimes more.

Minimum Qualifications: Certified officer requirement; individual must have completed a state-certified police academy, FTO, and must be certificated by the Commission on Law Enforcement Standards and Training (CLEST). Investigator must have good knowledge of the Arkansas criminal code and state statutes. Investigator must be a certified law enforcement officer. Investigator has to be able to relate well to the general public, and be proficient in interview and interrogation skills. Also, requires maintaining high proficiency with weapons, and passing a Defense Driving Course. Required to have at least three (3) years of direct investigative experience, with five (5) years' investigative experience desired. Should have a high school diploma or GED. Background in law enforcement is required. Extensive experience in lieu of criminal justice or law enforcement education will be considered. Must be proficient in using computer to type reports, use specialized software, access databases and internet. Must be proficient in use of digital cameras, camcorders, weaponry. Must possess knowledge and ability to collect and secure evidence in manner that meets legal requirements. Must possess good organizational judgment, decision making, and communication skills.

Preferred Qualifications: Five (5) years' investigative experience. Familiarity with the geography of Washington County.

Signatures: I have read, understand, and agree to perform the duties outlined above understanding that the role and / or job description can change as needed. By signing this job description, I hereby acknowledge receipt and confirm my understanding that this is not a contract of employment. Washington County is an at-will employer.

Employee _____ Date _____

Employee Name: _____

Hiring Manager: _____ Date _____

Hiring Manager Name: _____