



**EL PASO COUNTY (CO)**  
invites applications for the position of:

# **Civilian Criminal Investigator - Part Time**

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**SALARY:** \$29.02 Hourly

**OPENING DATE:** 12/26/21

**CLOSING DATE:** 01/25/22 05:00 PM

**DEPARTMENT:** Sheriff's Office

**JOB TYPE:** Part-Time

**FLSA STATUS:** Non-Exempt

**JOB NUMBER:** 21868

**ESSENTIAL JOB FUNCTIONS:**

Serves the El Paso County Sheriff's Office by performing various routine non-sworn law enforcement duties that do not require carrying a weapon or arrest authority. Investigates reported crimes where the initial investigation has been completed by deputies and where any contact with suspects is in partnership with a sworn deputy.

- Conducts administrative and investigative work including, but not limited to, review of cases for solvability, victim and witness interviews, collection of evidence, assisting sworn detectives in obtaining and executing search warrants and/or court orders, analysis of information, open source research, and other investigative tasks as needed.
- Prepares detailed reports documenting follow up on potential investigative leads, inter-office memorandums, and other forms.
- Submits evidence to be processed to the El Paso County Sheriff's Office Evidence Facility, the Colorado Springs Police Department Metro Crime Lab, and/or to the Colorado Bureau of Investigation for DNA evidence or other evidence of probative value.
- Testifies in court when necessary.
- Communicates and serves as a liaison to other agencies.
- Performs other duties as required.

**QUALIFICATIONS:**

- High school diploma or equivalent education required. College-level coursework in the criminal justice field preferred.
- Five (5) years of law enforcement experience as a sworn officer/deputy or five (5) years of experience in a non-sworn position responsible for investigating various crimes. A

combination of sworn law enforcement and non-sworn investigative experience equivalent to five (5) or more years will also be considered.

- Minimum three (3) years of experience investigating complex crimes preferred.
- Must be honest, truthful, trustworthy, and possess personal integrity.
- Ability to work closely with and at the direction of sworn personnel.
- Proficiency with Microsoft Office (Word, Outlook, and Excel) and the ability to effectively operate office equipment including computers, printers, telephones, and copy machines.
- Computer-based investigative skills preferred.
- Must have strong analytical skills, have the ability to provide accurate information, and possess a high level of attention to detail.
- Ability to maintain confidentiality and work independently without supervision.
- Ability to communicate and work effectively with co-workers, other County personnel, other agencies, and the public.
- Ability to perform under stress and when confronted with persons acting under stress.
- Maintain regular and punctual attendance.
- Must pass conditional post offer background investigation, truth verification examination, motor vehicle record check, drug screen, and physical examination.

#### **LICENSES/CERTIFICATES:**

- Must possess and maintain a valid Colorado Driver's License.
- Must possess and maintain National Crime Information Center (NCIC) and Colorado Crime Information Center (CCIC) certifications within three (3) months of employment.
- Must possess and maintain any other certifications or complete trainings required in accordance with standards established by organizational policy.

#### **WORK CONDITIONS:**

Work is primarily performed in the office, with occasional field work in unpleasant conditions including extreme weather, communicable diseases, and unpleasant crime scene conditions. Must be able to sit, stand, walk, climb, stoop, and bend for prolonged periods. Must have the ability to push, pull, and lift and/or carry 25 pounds frequently and 50 pounds occasionally. Potential exposure to hostile or aggressive individuals and criminal suspects. This is a part-time position regularly working up to 25 hours per week.

**This job announcement is not intended to be inclusive of all functions, responsibilities, and qualifications associated with the position; however, it is representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

Applications must be filed online; each applicant is considered only for the current vacancy stated on that particular application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** For inquiries, please call (719) 520-7486. Each new employee and rehire must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

**EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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### **Civilian Criminal Investigator - Part Time Supplemental Questionnaire**

\* 1. How did you learn of this position?

- El Paso County Website
- Indeed.com
- Employee Referral
- Social Media (Twitter/Facebook)
- LinkedIn
- University/College Career Site
- Industry-specific Career Site
- Professional Membership Career Site
- Career Fair
- Other

\* 2. Do you have a high school diploma or equivalent education?

- Yes    No

\* 3. Do you have college-level coursework in the criminal justice field?

- Yes    No

\* 4. Do you have five (5) years of law enforcement experience as a sworn officer/deputy or five (5) years of experience in a non-sworn position responsible for investigating various crimes?

- Yes    No

\* 5. Do you have at least three (3) years of experience investigating complex crimes?

- Yes    No

\* 6. Do you have National Crime Information Center (NCIC) and Colorado Crime Information Center (CCIC) certifications?

- Yes    No

\* 7. The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release;

however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

Yes  No

\* Required Question