

## 4<sup>th</sup> Judicial District Attorney - El Paso County, Colorado

### Investigator

Approximate Salary: \$5,033/month

Opening Date: 4/3/2019

Closing Date: 4/30/2019

Employment Type: Full-Time

### INTRODUCTION

The 4<sup>th</sup> Judicial District Attorney's Office is located in beautiful Colorado Springs, Colorado. Our Judicial District covers both Teller and El Paso Counties serving a population of approximately 699,000. The 4<sup>th</sup> Judicial District Attorney's Office is committed to our community and our mission to administer justice, advocate for victims and partner with law enforcement and citizens in this community in the deterrence and prevention of crime. The office has a staff of 225 employees comprised of attorneys, investigators, and support personnel.

### TYPICAL DUTIES

- Analyzes charges, complaints, or allegations of law violations to identify issues involved and types of evidence needed.
- Collects and preserves evidence.
- Establishes facts by interviewing, observing, and interrogating suspects and witnesses and analyzing records.
- Examines records to detect links in chain of evidence or information.
- Verifies information obtained to establish accuracy and authenticity of facts and evidence.
- Reports critical information to and coordinates activities with other offices or agencies when applicable.

### MINIMUM QUALIFICATIONS

- Be a POST certified peace officer in the State of Colorado
- Have a valid Colorado driver's license
- Must either have a current psychological and physical examination on file with your current law enforcement agency demonstrating your ability to be employed as a peace officer (completed within 3 years prior to the date of hire by our office), or be able to pass these examinations prior to being hired by our office.

**Education and/or Experience:** H.S. Diploma or and/or technical school.

### KNOWLEDGE

- Have a thorough knowledge of the Colorado Revised Statutes and be familiar with court procedures
- Have the knowledge and skill required to quickly write search and arrest warrants that effectively establish probable cause under strict time constraints and under stressful conditions.
- Have working knowledge of computer programs such as Microsoft Word, Outlook, Adobe Acrobat, and be able to learn to use a variety of search engines,

databases, and case management applications.

## SKILLS and ABILITIES

- Be able to thoroughly investigate criminal cases, conduct interviews, collect evidence, write detailed reports, and testify in court.
- Be available for call-outs during evening and early morning hours, as well as weekends and holidays. Be able to carry a firearm on your person at all times while on duty and to qualify with it annually. You will be required to provide your own firearm within our office guidelines.
- Ability to perform all peace officer related duties; ability to act/react in stressful and/or threatening situations; ability to control unruly and resisting individuals; ability to operate vehicles, equipment and firearms utilized in investigative procedures.
- Effective and clear communication skills with colleagues, staff members, agency representatives, and the general public.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum direction.
- Ability to apply logical thinking to solve complicated problems or accomplish complex tasks.
- Ability to exercise independent judgment, tact and initiative within established guidelines.

## BENEFITS

**Health/Dental/Vision/125 Flexible Benefits Plan:** Employees of the 4<sup>th</sup> Judicial District Attorney's office receive health, dental, vision and 125 Flexible benefits plans under the El Paso County benefit plans.

**Retirement Plan:** Employees of the 4<sup>th</sup> Judicial District Attorney's Office are covered under the El Paso County Retirement Plan and may also choose to participate in a Section 125 Deferred Compensation Plan.

**Vacation/holiday/sick/bereavement leave:** Employees of the District Attorney's Office begin accruing vacation and sick leave upon hire and are immediately entitled to holiday and bereavement leave.

## HOW TO APPLY

**Apply Online:**

<http://www.4thjudicialda.com/Careers>