

CASE INVESTIGATOR

GENERAL STATEMENT OF DUTIES: Coordinates witnesses for cases being tried in Court; coordinates with police agencies to prepare cases for trial; assists with review of cases; serves subpoenas; involved in extradition process; Appointed by and works at the pleasure of the Prosecuting Attorney.

STATEMENT OF TASKS:

Coordinates subpoenas based upon dates and times cases scheduled to be tried;
Ensures that case file documentation is up to date with all necessary investigative reports;
Assists with review of cases on request of the Prosecutor or Assistant Prosecuting Attorneys;
Prepares daily case calendar and other necessary reports for trial purposes;
Ensures that subpoenas are properly served;
Serves out-county subpoenas and Prosecutor investigative subpoenas;
Ensures that witnesses are present and prepares them for testimony;
Assists with special witness problems;
Assists paralegals to make travel arrangements for out-of-town witnesses and with extradition coordination;
Liaises with local, county and state police agencies;
Represents the office with the Genesee County Detective's Association and other similar Law Enforcement groups

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the judicial process;
Ability to determine necessary witnesses based on case history;
Ability to draft business and legal related correspondence;
Ability to maintain effective relationships with individuals involved in the judicial process;
Ability to organize and maintain necessary records;
Ability to attend work regularly and work under stressful conditions.

DESIRED QUALIFICATIONS:

Seven (7) years experience in an investigative role for a law enforcement agency in an urban jurisdiction -AND- MCOLES certified or certifiable.

Human Resources Director

Established: July 29, 2021