

## **JOB POSTING**

### **Tioga County Detective**

Tioga County currently has a full-time with benefits vacancy for a Detective in the District Attorney's office. The position is a non-union position.

Please see the attached job description for the complete details of the position.

To apply for this position please visit our website, [www.tiogacountypa.us](http://www.tiogacountypa.us). Select Human Resources from the department options and then to apply online, select the online application form. If you would rather submit a paper application, they are also available to print from the website or you may pick them up in person at the Courthouse lobby. Please return completed applications and a copy of your resume to Human Resources at 118 Main Street, Wellsboro, PA 16901. For further information contact the Human Resources office at (570)723-8204.

#### **BENEFITS:**

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement after 6 months
- Pension

**HOURS OF WORK:** Monday through Friday 8:00 a.m. – 4:30 p.m.

**STARTING RATE:** \$52,000.00 per year

Tioga County is an Equal Opportunity Employer.

Open until filled.

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## **JOB DESCRIPTION**

### **Tioga County PA**

**Job Title:** County Detective

**Reports to:** District Attorney

**Status:** Full-time

**Pay Scale/Grade/Salary:** Approved by Salary Board

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#### **JOB SUMMARY:**

In Pennsylvania, county detectives are considered "general police officers" by the courts and as defined by statute. *Title 16 P.S. § 1440*. As such, county detectives are empowered to enforce all the criminal and traffic laws of Pennsylvania. Tioga County Detectives are the investigative arm of the District Attorney's Office.

The Tioga County Detectives assist prosecutors in investigating and trying major crimes. These cases include homicides, complex drug investigations, child abuse, sexual assaults, and any other complex or felony cases.

The Tioga County Detectives also assist other law enforcement agencies with complex investigations and act as a critical link between local, state, and federal law enforcement agencies. As the investigative agency for the chief law enforcement officer in Tioga County, the District Attorney, the Tioga County Detectives have jurisdiction throughout Tioga County.

#### **GENERAL STATEMENT OF DUTIES:**

- Investigates cases assigned by the district attorney independently or as part of a team and serves as a liaison with the law enforcement agency investigating the case.
- Collaborates with the District Attorney and the Assistant District Attorneys to evaluate and prepare cases for court.
- Coordinates assigned investigations, advises officers on issues regarding the investigations when requested, provides assistance on the investigations when required and assists in the preparation of cases for trial
- Collaborate with District Attorney and Assistant District Attorneys to evaluate and prepare cases for court as well as assist any Assistant District Attorney with cases, as assigned by the District Attorney.
- Must be familiar with search and seizure laws and proficient in report writing and review.

- Reviews, prepares and executes search and arrest warrants; prepares, reviews and evaluates reports; and locates witnesses when requested.
- Responsible for working with local, state or county law enforcement on extradition of relevant parties.
- Interviews or assists with interviews of suspects and witnesses.
- Testifies at hearings and trials and provides assistance to law enforcement officers who are less experienced on how to testify.
- Cultivates a good working relationship with local, state and federal law enforcement agencies.
- Attends community outreach events when requested by the District Attorney, prepares press releases and may be required to attend and/or conduct press conferences when necessary.
- Represents the District Attorney in meetings and/or at conferences.
- Participates in Tioga County Law Enforcement Association.
- Participates as a member of the Multi-Disciplinary Investigative team.
- Provides training to less experienced officers and works closely with the prosecutors of the District Attorney's Office.
- Monitors status of District Attorney's bench warrants and makes effort collaborate with the Tioga County Sheriff's Office for service of said warrants.
- Conducts surveillance as part of his/her investigatory abilities.
- Documents, reviews and assesses information.
- Serves subpoenas, executes search and arrest warrants, and locates witnesses as necessary.
- Arranges extradition of relevant parties.
- Collaborates with local, state and federal law enforcement agencies.

## **REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES**

The position of County Detective is provided for pursuant to 16 P.S. §1440, The County Code. The County Detective is a general police officer appointed and employed by the District Attorney of a County, and sworn by a judge of the Court of Common Pleas pursuant to Pennsylvania County Code and certified as a police officer by the Pennsylvania Municipal Police Officers' Education and Training Commission pursuant to 53 P.S. §2161-2171 (Act 120). The County Detective must attend all training mandated for continued certification as a police officer. And in doing so must maintain his/her municipal police officers' education & training certification in good standing. The County Detective must possess and maintain a valid Pennsylvania Driver's License.

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## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

While many of the duties of the County Detective are sedentary in nature, the County Detective is a police officer and must be physically fit and able to meet the physical requirements demanded of a police officer. The County Detective must be able to affect the arrest of persons, including persons who will flee and/or resist arrest. The County Detective is authorized and expected to use force, including deadly force pursuant to 18 Pa. C.S. §508 to overcome resistance or defend himself (herself) or another from bodily harm. The County Detective will be armed while on duty. The County Detective will have physical contact with persons who are likely to have active communicable diseases such as Hepatitis B, HIV/AIDS, and Tuberculosis.

- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs and torso necessary to carry out typing, computer work and other job duties.
- Sedentary work, with occasional lifting/carrying of objects with weights of up to fifty pounds
- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must demonstrate emotional stability and be able to cope with physical and mental stress of the position.
- Must be able to pay close attention to details and concentrate on work.

## **MATERIAL AND EQUIPMENT USED**

- Desktop or laptop computer
- Calculator
- Miscellaneous office automation equipment, i.e. fax, phone, copier etc.
- Equipment regularly used by a police officer

## **WORK EXPERIENCE AND TRAINING**

The County Detective is an employee with at least 10 years of experience in criminal investigation, to include Homicide Cases and other Major Case Investigations. The County Detective must pass a comprehensive pre-employment background investigation as needed. The County Detective may be required to undergo a psychiatric examination and pre-employment drug test and may be required to pass a pre-employment physical if needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The County Detective must be an experienced police officer/investigator or investigative supervisor. The County Detective must have extensive experience in conducting criminal investigations and in the management of criminal investigations. The County Detective must be computer literate and have a firm working knowledge of record management systems, word processing programs and database programs.

## **SPECIAL NEEDS:**

Must have a valid driver's license and be able to travel if required to attend meetings seminars and other events necessary to the investigation of crimes. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the District Attorney within the confines of accepted moral and ethical standards within the law enforcement community/profession. Furthermore, this does not establish a contract. Must not engage in any conduct which would offend the morals of the Commonwealth or would not meet the moral and ethical conduct standards of a sworn law enforcement officer.

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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