

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: ADMINISTRATIVE SPECIALIST (INVESTIGATIONS)**

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<b>Exempt:</b> No	<b>Job Type:</b> 4313E
<b>Pay Grade:</b> E430	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren Weekly	<b>Date:</b> 01-10-23

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**General Duties:** The duties require professional administrative and technical work assisting detectives in the preparation of their cases. Specific assignments could include assisting within, but not limited to, the following investigative specialties: crimes against persons; special victims; or financial crimes, based on the needs of the agency. Communicates information to other law enforcement agencies and government officials. Prepares statistical analyses and conducts additional research, as requested.

This position requires a basic understanding of the criminal justice system and of criminal law. It requires the incumbent to gather information from various sources, complete written reports and communicate effectively with the general public, law enforcement, and other stakeholders both internal and external to the Sheriff's Office.

**Supervision Exercised:** This position has no supervisory authority over other employees.

**Supervision Received:** Works under the direct supervision of a commander of Major Crimes

**MAJOR CRIMES UNIT**

**Examples of Duties & Responsibilities**

- Complete preliminary case filings
- Upload documents to LERMS
- Discover AXON video and photos to DA on felony cases (both internal and external agencies)
- Assist with research and location of victims, suspects and witnesses as requested
- Run criminal histories, background checks, and open source data base searches as requested (i.e., NCIC/CCIC, LERMS, DOR, CLEAR, Lumen, CopLink, etc.)
- Request 6464 discovery through LERMS (i.e., 911 dispatch calls, radios, etc.)
- Write reports documenting research methods, sources and results
- Liaison between DCSO and other agencies for incoming and outgoing processing of reports, records and media etc.
- Prepare photo lineups
- Process requests to the Colorado Department of Labor
- Assist with research on ICAC cases
- Assist in coordination of investigative efforts with other agencies as applicable
- Seek out video surveillance or security footage
- Draft Attempt to Identify (ATI) Bulletins
- Request and obtain various types of financial records

- Perform notarial acts for notarization of legal documents such as Case Filing Affidavits, Warrants, etc.
- Communicates information regarding criminal activity to outside law enforcement agencies, government agencies and officials.
- Performs statistical analyses and research for special projects or reports.
- Utilizes computerized data entry equipment, word processing, database, spreadsheet, and/or file maintenance programs to enter, store, and retrieve information as requested.
- Attends meetings and provides input based on expertise and observations.

**Other Duties:** Performs other duties as assigned.

**Consequence of Error:** This is professional-level work involving multiple program management, intelligence gathering, and public communication.

Consequence of error may result in officer safety and public safety. Non-compliance with the Colorado Bureau of Investigations or 28 CRF Part 23 may cause the Sheriff's Office to be at risk.

Information for which this position is responsible for handling is at times extremely sensitive and this agency and others rely on confidentiality.

**Contacts:** This position requires substantial contact with the Sheriff, public, other Douglas County agencies, other law enforcement agencies, staff, and management. The position may require courtroom testimony.

**Education and/or Experience:** Four years' criminal justice experience or a combination of college and experience. A general knowledge of how the criminal justice system and law enforcement operates is highly desirable.

**Special Requirements:**

- NCIC/CCIC entry capability
- Ability to deal with confidential information
- Advanced computer skills
- Ability to remain calm and effectively communicate under adverse conditions
- Ability to deal with high stress job
- Ability to interact effectively and professionally with a broad range of individuals
- In-house computer system updates
- Excel
- Word
- Internet Searches
- Same background that would be completed for a commissioned officer
- Possession of a valid Colorado driver's license.

**Essential Functions:**

Language Skills: Ability to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships and networking, with other law enforcement agencies.

Reasoning Ability: Ability to use principals of logical thinking to define problems, collect data, and problem solve.

Confidential Information: Ability to deal with and manage confidential information.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Filing Systems: Ability to understand a functional file system.

Interaction: Ability to interact effectively and professionally with the broad range of individuals encountered in law enforcement and the judicial environment.

Knowledge: Develop knowledge on a wide range of investigative, licensing, and intelligence program issues.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.