



Michael C. O'Malley
Cuyahoga County Prosecutor

JOB POSTING

Job Title:	Special Investigator	Salary:	\$56,580
Division:	Ohio Internet Crimes Against Children (ICAC) Task Force	Reports to:	Unit Supervisor
Location:	Columbus, Ohio ICAC site	Hours:	8:30 AM – 4:30 PM Monday - Friday <i>(variable shift & hours)</i>

MINIMUM EDUCATION:

High School diploma or GED supplemented with vocational coursework or technical training in law enforcement or criminology or a related field and two (2) years previous experience in law enforcement and performing investigations. Current State of Ohio Driver's License.

Must be presently commissioned as a Law Enforcement Officer or recently retired and able to become recertified through OPOTA.

A thorough background check will be made prior to offering the position which may include the following: review of personnel file(s), interviews with listed references, and a polygraph examination.

FUNCTION:

The purpose of this classification is to conduct both proactive and reactive investigations of Internet-facilitated crimes against children, and to promote Internet safety through active participation in community outreach events.

RESPONSIBILITIES:

- Performs forensic examination of digital media, conducts online chat investigations, monitors online personal ads and peer to peer file sharing networks; coordinates and executes search warrants and photographs search warrant scenes; investigates Cybertips;
- Serves subpoenas;
- May assist in arrests;
- Locates victims and witnesses and takes statements; conducts interviews of suspects, witnesses, victims, and inmates;
- Gathers and preserves evidence for forensic examination;
- Provides investigative and technical assistance to law enforcement agencies;
- Testifies in court regarding suppression hearings, motions, trials and sentencing;
- Prepares investigative reports and other paperwork necessary for criminal charges;
- Assist Prosecutors in completing case files;

- Communicates with a variety of members of the public, family members, outside and County agencies, witnesses, suspects, law enforcement agencies, attorneys, advocate groups, and other investigators;
- Gives public education presentations;
- Attends and participates in group meetings and trainings; and
- Performs all other duties assigned, delegated or required of the Special Investigator as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- Ability to perform on-site investigations using evidence supplies and exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; uses audio and video equipment and cameras.
- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve;
- Ability to comprehend a variety of informational documents including case files, subpoenas, peer to peer downloads, forensic reports, cybertips/complaints, investigative and other reports, written statements and interviews, and emails;
- Ability to prepare emails, investigative reports, expense reports, subpoenas, search warrants, diagrams, vehicle mileage reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Ability to use and interpret basic medical, legal, counseling, and financial terminology;
- Ability to communicate and to develop and maintain effective working relationships with staff, family members, witnesses, victims, suspects, attorneys, law enforcement personnel, co-workers, the public, supervisor and co-workers;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

APPLICATION PROCEDURE:

Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at: <http://prosecutor.applicantstack.com/x/openings>**

OPEN UNTIL FILLED

All submissions of applications, resumes, and/or supporting documentation received by the Cuyahoga County Prosecutor's Office are considered public record and may be released upon the public's request

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the CCPO Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace

Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 8/2/2021