

Investigative Agent

Job Code
4297L1

Job Title
Investigative Agent

Pay Grade
27

CONCEPT:

This is highly specialized investigative work in the Board of Indigents' Defense Services. Work involves performing the investigative activities associated with the criminal defense of individuals accused of capital offenses. Work includes contact and coordination with various law enforcement agencies, crime witnesses, families and acquaintances of the accused, and court officials.

TASKS:

- Initiates investigations of potential capital murder cases upon their assignment by the capital defense chief attorney.
- Confers with law enforcement agencies requesting investigative assistance and evaluates the crime information reported to determine the workforce and equipment necessary to pursue investigation.
- Makes recommendations regarding the utilization of contract investigators, and determines when an investigation should be initiated, modified or completed.
- Assigns, coordinates, reviews and evaluates criminal investigations and surveillance conducted by contract investigators.
- Plans, organizes and directs the work of technical, paraprofessional and/or clerical personnel; establishes operational methods, procedures and forms; develops departmental policies and regulations; prepares various statistical, financial and special reports.
- Provides necessary resources to complete timely and accurate investigations.
- Assesses personnel such as expert witnesses, equipment and other costs necessary for operations and provides documentation to supervisor.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Five years experience in capital case defense work. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements:

Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

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