

## Worcester County Job Opportunities

**DEPARTMENT:** OFFICE OF THE STATE'S ATTORNEY

**JOB TITLE:** SPECIAL INVESTIGATOR

**COMPENSATION:** GRADE 19/STEP 10, \$31.45 HOURLY/\$65,416 ANNUALLY

**\*SALARY IS COMMENSURATE WITH EXPERIENCE**

**WORK SCHEDULE:** MONDAY-FRIDAY, 8:30AM -4:30PM

**WORK LOCATION:** STATE'S ATTORNEY OFFICE, 106 FRANKLIN ST. SNOW HILL, MD 21863

**APPLICATION PERIOD:** UNTIL FILLED

**Job Summary:** This position will assist police and attorneys in preparing cases for trial, coordinate extradition of defendants, manage vehicle fleet, manage staff certifications, analyze and coordinate intelligence gathering for law enforcement, engage in community outreach and prevention initiatives and respond to MPIA requests and act as administrator for law enforcement databases.

**General Requirements:**

- Pre-employment criminal background check
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

**Essential Job Duties and Responsibilities:**

- Assist police and attorneys in obtaining information needed to prepare criminal cases for trial, including drafting and serving subpoenas, court orders and related documents, locating and interviewing witnesses, and obtaining any other evidence as requested by attorneys
- Coordinate extradition of defendants with law enforcement agencies and the courts and prepare necessary documents and court filings
- On-call to respond to crime scenes and assist law enforcement as directed by the State's Attorney
- Transport witnesses as needed for trial preparation and for court appearances
- Assist in coordinating staff training for NCIC and in preparation for bi-annual audits and security
- Manage vehicle fleet to schedule proper maintenance, service and repairs and ensure updated registration
- Assist in coordinating required MPTC training and firearms training to maintain certification each year
- Respond to MPIA and other record requests
- Investigate civilian complaints, referrals from first responders and community members and prepare reports and submit other required documentation
- Work with, coordinate and advise the various law enforcement agencies working in the county on investigations

- Participate in trainings, conferences and meetings related to law enforcement operations and investigations
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Comply with safety programs, procedures, trainings, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and complies with the record retention schedule
- Adhere to Worcester County Government Personnel Rules & Regulations
- Perform other related duties as assigned by the State's Attorney

### **Qualifications and Skills:**

- Prior experience as law enforcement officer preferred
- Prior experience conducting criminal investigations preferred
- Experience with GIS mapping software, tools and integration with law enforcement databases preferred
- Experience with Microsoft Word and Excel
- Knowledge of Maryland Law, statutes, rules and court procedures
- Familiarity with law enforcement databases including Linx, TLO, NCIC
- Ability to work efficiently and effectively with little supervision and minimal direction while meeting deadlines
- Ability to learn new tasks quickly and keep up with developments in technology
- Ability to meet deadlines timely
- Ability to prepare reports and analyze data as required
- Possess exceptional organizational, presentation and verbal and written communication skills
- Possess ability to identify, prevent and resolve problems or make recommendations to administration for resolution of complex problems requiring multi-disciplinary approach
- Possess attention to detail even in fast-paced environment with frequent interruptions
- Perform work with sense of urgency and heightened responsiveness, including after-hours responses
- Possess team-oriented work ethic and ability to collaborate

### **Safety Analysis:**

(Rarely (< 5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time))

Work is typically performed indoors with moderate noise levels. Constant sitting, viewing, hearing, talking; Frequent standing, walking, feeling, handling; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known hazards inside. This position will go to off-site locations that are outside in all weather conditions and may have risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.