

**FAIRFIELD COUNTY****JOB TITLE: INVESTIGATOR – NAROCOTIC'S  
SHERIFF****GENERAL STATEMENT OF JOB**

Under general supervision, is responsible for enforcing state and local laws relating to public safety and welfare. Conducts routine investigations of crimes or suspected criminal activity committed in the County. Exercises independent judgment in dealing with dangerous or unusual situations; follows safety practices and procedures. Works under stressful, high-risk conditions. Reports to the lieutenant of Investigations.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Conducts drug investigations to determine violations of drug laws. May plan and participate in drug raids. Meets with informants as appropriate.

Obtains and serves warrants as appropriate and processes defendant according to laws to include obtaining fingerprints and taking photographs, reading rights, obtaining statement, obtaining lawyer, obtaining a bond hearing, and processing defendant for jail if bond is not paid, etc.

Prepares cases for court and testifies at same. Assists in obtaining, enhancing, preparing, or presenting exhibits or other evidence in court as required.

Conducts surveillance activities as appropriate.

Conducts sensitive investigations into allegations of official misconduct or violations of law by public officials or police officers. Conducts internal affairs investigations as required.

Enforces all state and local laws relating to public safety and welfare. Responds to automobile accidents and calls involving suspected criminal activity including domestic violence, burglaries, larcenies, fights, assaults, robberies, shootings, stabbings, vandalism, missing persons, alarms, suspicious persons and vehicles, trespassers, etc.

Serves warrants, summonses, subpoenas, civil and other official papers.

Required to be "on call" for 24 hours on seven day schedule and be able to respond in a reasonable amount of time to a crime scene. When on call, responds when requested by the on-duty investigator.

Performs various public service functions such as serving as traffic escort; assisting motorists in various situations as needed; providing security at athletic events, dances, festivals, parades, and other public events;

providing traffic control in congested areas; answering questions asked by the general public; referring public citizens to persons or agencies which can provide further assistance as required; etc.

Transports mental patients and prisoners to prescribed locations as necessary.

Assists various agencies including DYS, DSS, SLED, Fire Department, Rescue Squads, other law enforcement agencies, etc.

Prepares, processes, and/or transmits various reports as required including incident reports, booking reports, traffic tickets, arrest warrants, civil papers, supplemental reports, fingerprint cards, etc.

Works under stressful, high-risk conditions.

Maintains required level of proficiency in the use of firearms, and evasive action/driving skills. Maintains weapons and equipment in functional and presentable condition.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable in operations and to promote better job performance.

Operates a variety of types of law enforcement and other equipment including firearms, handcuffs, cameras, metal detector, walkie talkie, photography equipment, etc.

Handles bloodhounds on the Sheriff's Special Response Team (SRT).

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent plus successful completion of prescribed courses of study at the SC Criminal Justice Academy and three to five years of law enforcement experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a motor vehicle as well as a variety of types of law enforcement and other equipment including two-way radio, firearms, mace, computer, camera, copier, etc. Must be physically able to exert up to seventy-five pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires seizing, holding, grasping, etc. and involves walking, standing, reaching, stooping, crouching, etc. for brief periods of time. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of approximately one hundred fifty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read and comprehend a variety of documents and reports. Requires the ability to prepare various documents and reports such as incident reports, supplemental reports, booking reports, maintenance reports, etc., using the proper format, punctuation, spelling and grammar, and using all parts of speech. Requires the ability to communicate with co-workers, other law enforcement agencies, attorneys, court personnel, and the general public, etc. with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems such as law enforcement, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing law enforcement equipment. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has proficient knowledge of the policies, procedures, and methods of the Department. Has extensive knowledge of the state and local laws, regulations, and ordinances as they pertain to the specific responsibilities of the position. Has extensive knowledge of investigative methods and procedures, rules and legal rights of accused persons and law enforcement officers. Has considerable knowledge of the methods of interrogation and the collection of evidence. Is able to maintain control in various situations wherein danger is present. Knows and practices proper arrest procedures. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is skilled in the use of firearms and motor vehicles, their maintenance and safety practices. Has the ability to serve civil and criminal papers properly and in a timely manner. Knows how to operate various equipment as required in the completion of daily activities. Is able to ensure the safety of passengers when transporting them in county vehicle. Has the ability to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Has good knowledge of first aid methods and techniques. Has thorough knowledge of the layout of county roads and of the locations and characteristics of the various neighborhoods. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the ability to deal courteously, yet firmly and effectively with the public in police situations. Is able to use independent judgment in a wide array of circumstances from routine tasks to extremely critical situations. Has the ability to work under stressful, high-risk conditions. Knows how to operate telecommunications radio equipment. Is able to observe situations analytically and objectively, and to respond and record them clearly and accurately on incident reports and report them clearly and accurately in court as required.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and

alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**