


JOB DESCRIPTION	EXTERNAL POSTING
<p style="text-align: center;"><b>County of York</b></p>  <p style="text-align: center;"><b>DISTRICT ATTORNEY'S OFFICE</b></p>	<p style="text-align: center;"><b>Court Investigator</b></p> <p>Status: Full-Time</p> <p>FLSA: Non-Exempt / Hourly</p> <p>Salary: \$55,000 - \$60,000</p> <p>Union: Non-Union</p> <p>Reports To: District Attorney or Designee</p>

### Job Summary

The Office of the District Attorney seeks a qualified investigator to perform professional investigative work to support the District Attorney's Office which is developing and preparing cases for trial. The successful candidate will identify problems, acquire facts and documentation, prepare materials needed for trial, and serve as a liaison with law enforcement agencies.

### Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

### Responsibilities and Examples of Duties

1. Monitor the status of all cases pending in York County Unified Criminal Docket.
2. Develop a strong working relationship between the District Attorney's Office and all local, county and state law enforcement agencies that routinely refer matters to the office, and work to keep all referring agencies informed on the prosecutorial statuses of cases referred by that agency.
3. Serve as a communications resource to resolve questions between prosecutors and referring agency and vice versa with respect to individual cases or office procedures.

4. Work with Assistant District Attorneys to prepare cases for prosecution. This may include reading case files, examining files for proper reports, determining sufficient evidence for prosecution, identifying areas lacking in information, advising appropriate personnel of trouble spots such as gaps in information, evidence, and witness credibility.
5. Assist prosecutors and referring agencies in identifying and resolving potential trial issues.
6. Assist with locating and interviewing witnesses, including special expert witnesses.
7. Assist in keeping referring law enforcement agencies informed of the outcome of cases referred by that agency.
8. Provide the District Attorney and prosecutors with an investigator's perspective on the preparation of cases for referral by a law enforcement agency.
9. Conduct special background investigations of witnesses, defendants, potential jurors, or as described by the District Attorney.
10. Conduct investigations for fact-finding projects as requested by the District Attorney or Assistants and write reports.
11. Assist prosecutors when they provide training to law enforcement agencies.
12. Other duties as assigned by the District Attorney to aid in the efficient resolution of criminal matters referred to the office.

#### **Work Environment**

Work is routinely performed in an office type environment. Work may be conducted both indoors and outdoors to include inclement weather.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. As well as on occasion lift 50 pounds or more.

#### **Expected Hours of Work**

This position requires a flexible schedule in order to meet all potential needs of the Office of the District Attorney. This includes but is not limited to overnight, on call duty and the ability to work nonstandard hours when the need arises.

#### **Competencies**

1. Customer / Client Focus.
2. Communication Proficiency.
3. Problem Solving/Analysis.
4. Interpersonal Skills.

## 5. Project Management.

**Knowledge, Skills, and Experience**

1. High school diploma required. Associate or bachelor's degree preferred.
2. Graduate of the Maine Criminal Justice Academy or equivalent required. Must be an active licensed Maine law enforcement officer.
3. Significant relevant experience in law enforcement required. Experience and training as an investigator preferred.
4. Knowledge of evidence collection, investigative techniques, and procedures; elements of criminal law; processes and procedures of the judicial system; basic human psychology; and social, cultural, and economic fabric of the community.
5. Possess skills in observation, analysis, information gathering, fact finding, interviewing; and report writing.
6. Effectively communicate with people of diverse backgrounds; establish effective working relationships with law enforcement agencies; write detailed, clear, and concise reports; coordinate and share information; and work as a team member.
7. Moderate computer skills and proficiency in the Microsoft Office Suite.
8. A valid driver's license and reliable transportation.

**Submittal Instructions**

Interested candidates should submit a letter of interest, along with an application and/or resume outlining their qualifications to:

York County Human Resources  
 Attn: Linda M. Corliss  
 Human Resources Director/Deputy County Manager  
 45 Kennebunk Road, Alfred, Maine 04002

**OR**

Via Email at  
[lmcorliss@yorkcountymaine.gov](mailto:lmcorliss@yorkcountymaine.gov)

Review of applications/resumes will begin September 5, 2023 and remain open until the position is filled.

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.