



NOTICE OF JOB OPENING

Department Name:	PUBLIC DEFENDER
Position Title:	INVESTIGATOR – CIV POLE D SALARY CLASSIFICATION
Position Summary:	Thorough knowledge of practices, procedures, and legal requirements of criminal investigations. Incumbent may occasionally work irregular, extended, evening and/or weekend hours as needed.
Job Responsibilities:	Performs various investigative and administrative duties, exercising judgment to properly investigate case issues: viewing crime scenes, taking photographs, collecting evidence, and interviewing subjects of investigation. Must be able to communicate orally and in writing with co-workers, other County departments, personnel and officials from other agencies and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
Qualifications:	50 WPM Organized, with excellent computer skills desired, must maintain high levels of confidentiality. Effective communication and evaluation skills. Ability to work well with others. Ability to work under pressure and time constraints. Self-motivated, with ability to work independently with minimum supervision. Candidates may perform duties in the field, exposed to conditions normally associated with criminal investigations and crime scenes. Possession of a valid Indiana driver's license. Prior law enforcement/criminal investigative practices and/or Investigator certification preferred. Successfully pass a criminal history background check.
Salary:	Annual Salary: \$53,207- \$59,135 with benefits 40 hr work week Based on years of service with the County/ experience.
Deadline for Application:	Until filled
<u>Submit Resume and References to:</u>	Monroe County Public Defender Attn: Heather Stuffle, Office Administrator 304 N. Morton Street Bloomington, IN 47404-3733

Monroe County is an Equal Opportunity Employer