



# City of Tempe

## INVESTIGATIVE ASSISTANT

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	119		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police		<i>Salary / Hourly Minimum:</i>	\$21.540865
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$29.080288
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Investigative Assistant
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Administrative Support

## DISTINGUISHING CHARACTERISTICS

**REPORTING RELATIONSHIPS**  
 Receives supervision and direction from the clerical supervisor in the Criminal Investigations Division of the Police Department.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of increasingly responsible clerical experience including investigative research experience in a police agency or a related environment. Ability to type a minimum of 35 w.p.m. (words per minute) with a high level of accuracy.
<i>Education:</i>	Equivalent to the completion of the twelfth grade.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of, or required to obtain, a Terminal Operator Certification (TOC) within six (6) months of hire.</li> <li>● Possession of, or the required to obtain, certification for wiretap monitoring may be required.</li> </ul>
<i>Additional:</i>	Must pass a Police polygraph and background examination.

**ESSENTIAL JOB FUNCTIONS**  
 Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform responsible investigative and clerical work processing criminal cases that do not require police authority.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform comprehensive records checks of persons involved in criminal cases; compile criminal history packets which include collecting photographs, fingerprints and reports from a variety of agencies using investigative tools.
- Interpret criminal history reports, received from PACE, CARNAC, ACJIS and other sources, for detectives.
- Screen field information cards and written reports for pertinent information; input and retrieve information from computer.
- Prepare and submit misdemeanor cases to the City Prosecutor and conduct follow up investigations.
- Track case dispositions for City and County cases as needed.
- Communicate specific instructions when needed to victims of crime including both verbal and written correspondence.
- Review documents from County Attorney's office pertaining to all case submittals and forward to the assigned detective.
- Forward documentation from the County Attorney's office regarding seized property to the assigned detective for signature to release the property.
- Transcribe telephone and in-person interviews; report supplement tapes; and digital audio.
- Prepare monthly reports for Investigative Division Sergeants regarding caseload summaries for each detective; assign cases in ICIS computer system; maintain files of case source documents.
- Prepare monthly reports from daily Investigative Assistant log sheets, listing all duties performed.
- Assist in preparing photo line-ups for use in investigations conducted by detectives (MPIS).
- Answer phone and compile information from investigative leads during high priority investigations and respond to citizen inquiries either in-person or over the telephone regarding the status of their cases.
- Maintain files, reports, and bulletins from other agencies, such as wanted posters.
- Responsible for processing all stolen vehicles recovered in Mexico.
- Purge and shred sensitive documents as necessary.
- Perform other related duties on request.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised February 1999*  
*Revised January 2000*  
*Title change January 2002*  
*Revised October 2002*  
*Revised March 2006 (updated job duties and MQs)*