



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 4, 2016

CLOSING DATE: OCTOBER 18, 2016

TITLE: PUBLIC DEFENDER DETECTIVE II

GRADE: 207

DEPARTMENT: PUBLIC DEFENDER

BARGAINING UNIT: AFSCME Professional

ENTRY RATE: \$15.57 /hour, \$30,361.50 /annual

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor degree in criminal justice; or extensive experience in criminal investigations; or any equivalent combination of experience and training. Own motor vehicle and valid Pennsylvania driver's license required.

DEFINITION OF CLASS:

Under direct supervision of the Public Defender, is responsible for interviewing clients for intake and case assignment, handling all aspects of investigation of their cases, and assisting staff attorneys in the preparation or resolution of their criminal cases.

DUTIES & RESPONSIBILITIES:

Under the general guidance of the Public Defender conducts investigations and collects physical evidence and informational evidence relating to clients, who have been accused or indicted for committing a criminal action. Will work in accordance with the general direction of the public defender, and attorney staff.

Interviews potential clients to obtain personal and financial information to determine if they are legally entitled to public defender services.

Conducts field investigations to obtain tangible and intangible evidence; investigations must be conducted in accordance with legal requirements so as not to compromise the strength, validity and integrity of the evidence or the interests of the client or the Commonwealth.

Interviews witnesses and performs field work that is necessary for providing or disproving validity of tangible and intangible evidence that may be used in behalf of or against a client in trial.

Interviews character witnesses. Investigates background clients' records in clerk of records office, schools, churches, former employers and other potential sources of information that may be beneficial or detrimental to a client's legal or ethical case.

Prepares written reports of records of investigation and other information applicable to the legal defense interests of clients.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Working knowledge of criminal and motor vehicles codes and Rules of Criminal Procedure. Requires the mental/physical/sense capabilities necessary for driving a car, to traverse land and building areas which encompass natural and created obstructions or obstacles. Normal senses required for conducting field investigations for tangible evidence and for observing people actions and demeanor. Speaking and writing skills required for conducting interviews and preparing reports and records of findings from investigative activities. Ability to articulate well. Good judgment, maturity, integrity and reliability. Ability to retain confidentiality to the highest degree.