

**POSITION: BUREAU CHIEF-Investigations**

**Posting # 1126-1217jhm**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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### **REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 64-\$36.40-Step 70-\$41.86 per hour, \$2,912-\$3,349 Bi weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: November 16, 2017**

**CLOSING DATE: December 7, 2017**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** This role oversees operations and personnel of the Bureau of Investigations of the Utah County Attorney's Office and is responsible for directing investigations into white collar crime, alleged misconduct on the part of public agencies or public officials, and serious officer-involved incidents and in-custody deaths in which the local law enforcement agency has a conflict of interest.

**DUTIES INCLUDE:** Oversee and direct bureau activities and personnel. Schedule workload, delegate assignments, conduct performance appraisals and make decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action. Prepare and submit the budget for the bureau. Monitor purchase orders and ensure expenditures conform to the operational plan and approved budget. Oversee grant applications, documentation, and expenditures to ensure compliance with provisions of the grant.

Direct investigators and support staff conducting investigations into critical incidents involving police officers, public corruption, police internal affairs, complex financial crimes, and other investigations of a complex and sensitive nature or where the local law enforcement agency has a conflict of interest. Ensure investigative work is completed accurately, thoroughly, efficiently, justly, and ethically.

Issue directives and interpret policies and procedures for the bureau. Develop, write, and implement new policies to reduce liability, update practices, and increase professionalism. Advise the County Attorney on criminal investigations and law enforcement policies, procedures and issues. Coordinate law enforcement resources in the course of an investigation. Question suspects, witnesses or knowledgeable associates of criminal perpetrators. Provide criminal intelligence information to local law enforcement agencies. Coordinate with federal, state, and local law enforcement agencies to resolve crimes. Assist prosecutors with pre-trial and pre-hearing investigations and preparations. Enforce the Utah Criminal Code and arrest persons who commit offenses.

Prepare and submit affidavits and supporting documentation for subpoenas and warrants; serve subpoenas and search warrants. Testify before Utah State courts, federal courts, and various administrative and quasi-judicial bodies. Evaluate training needs and ensure training requirements are met by recommending and locating training resources. Conduct and direct inhouse training and training for police agencies and the general public pertaining to investigations generally conducted by the bureau. Represent Utah County on various boards, task forces, and inter agency organizations. Represent Utah County and the Utah County Attorney at various meetings and conferences.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** general law, state statutes, and case law precedents, court procedures and rules, police tactics, policies and procedures

**Skilled in:** reading, writing, math, and interpersonal communication, coordinating and organizing investigative work, problem solving and decision making under pressure

**Ability to:** capture and analyze significant amounts of data from a variety of diverse and disparate IT systems, platforms, databases and infrastructures, prepare legal reports and documents, perform legal research and locate reference materials, apply legal principles and knowledge to individualized cases, organize facts, analyze evidence, and apply precedents of legal issues, work under deadline pressure, think logically, handle stress from dealing with highly confidential and complex information, maintain cooperative relationships with the public and other County employees, effectively supervise others including motivating, coaching, evaluating performance and administering discipline, make public presentations, maintain steady demeanor and good judgement during highly stressful situations.

**REQUIREMENTS FOR EMPLOYMENT:** A total of twelve (12) years of experience performing law enforcement activities as a certified law enforcement officer. A minimum of three (3) of the twelve (12) years must be in detectives/investigations. A minimum of three (3) of the twelve (12) years must be at a level equivalent to a Utah County Sergeant. **Preferred Education and Experience:** Work experience at an executive level equivalent to a lieutenant which included the supervision of other officers, policy implementation and other administrative responsibilities, Bachelor's Degree with major study in police science, public administration, criminal justice, accounting, business, or a closely related field. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Must possess and maintain current law enforcement officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency). Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment. Selected applicants are subject to, and must pass, a full background check.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.