

**POSITION: Sergeant – Investigations – County Attorney**

**Posting #3094-0518sr**

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**

**POSITION: Sergeant – Investigations – County Attorney**

**Posting# 3094-0518sr**

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

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Proof of current POST certification

**STARTING SALARY: Step 50 – 56 \$27.15 - \$31.19 Hourly \$2,172.36 - \$2,495.38 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: May 22, 2018**

**CLOSING DATE: July 9, 2018**

All applications received by June 5, 2018 will be screened by the HR Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR Office will continue to consider qualified candidates, as needed, until the closing date.

*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:**

Under general supervision from the Bureau Chief, performs advanced law enforcement work in supervising investigations of a complex and/or sensitive nature.

### **DUTIES INCLUDE:**

Supervises teams and individuals comprising the Utah County Officer Involved Incident Task Force; investigates serious officer involved incidents including shootings, domestic violence, high speed pursuit fatalities, and in-custody deaths; insures quality of investigative work performed and documentation submitted by task force members; participates in the debriefing presentation for the police agencies involved in the incident.

Supervises the investigation of complex financial cases including fraud, securities fraud, embezzlement, theft, identification theft, forgery, communications fraud, money laundering, racketeering, fraudulent business practices, and mortgage fraud; supervises the investigation of cases involving allegations of misconduct on the part of public agencies and/or public officials; supervises internal affairs investigations for the Sheriff's Office and other police agencies as requested; coordinates with local, state, and federal agencies; prepares court documents; documents activities and findings of investigation according to standards and policy.

Investigates special cases as assigned by the County Attorney or his or her Chief Deputy; assists county and city law enforcement agencies with high profile or complex cases as requested; serves on local, state, and federal task forces as assigned; responds to questions and complaints from the public, assigned personnel, County departments, and other agencies.

Prepares for and participates in court proceedings; determines completeness of information, adequacy of evidence and general preparedness of various cases for prosecution; presents testimony in court relevant to cases investigated; assists prosecutors in preparing exhibits, evidence and witnesses for court.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Page | 1



Enforces criminal and traffic laws and performs physical arrests; tracks suspects via sales, purchases, money, vehicles, property, and other types of transactions; maintains confidential informants and verifies information provided, coordinates and/or advises on fugitive apprehension, arrest warrants, civil process, protective orders, etc. within the department.

Educates the public on how to protect themselves from becoming victims of fraud by giving presentations to elderly, church, and civic groups; provides instruction on documenting and reporting suspected fraud scams.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Considerable Knowledge of:** General law, state statutes, case law precedents, and laws specific to financial fraud; court procedures and rules.

**Skill in:** Reading, writing, math and interpersonal communication; coordinating and organizing investigative work; problem solving and decision making; using modern office machinery and forensic examination tools and equipment; using firearms and other lethal and non-lethal force devices; driving vehicles at high speeds in pursuit situations.

**Ability to:** Prepare legal reports and documents; think logically; 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; testify before a state or federal judge or magistrate in a concise and professional manner; maintain cooperative relationships with the public and other County employees; maintain steady demeanor and good judgement during highly stressful situations.

**REQUIREMENTS FOR EMPLOYMENT:**

Equivalent to a high school diploma; Six (6) years of work experience in the capacity of a certified Law Enforcement Officer of which two (2) years must have been as a detective or investigator. Related completed degrees beyond high school will also be considered in meeting up to two years of the six year experience requirement, but will not be considered in meeting the required two years as a detective or investigator.

**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:**

Applicants must possess a current driver’s license and obtain a valid State of Utah driver license within 60 days of employment. Applicants must possess current Utah Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbents may be required to attend and successfully complete Emergency Vehicle Operation training annually. Incumbents are required to maintain annual weapons qualification for handgun and all assigned weapons. Incumbents may be required to obtain and maintain other certifications including, but not limited to, computer forensic examiner, polygraph examiner, handwriting examiner.

**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.