



# Investigative Specialist - Warrants

## Job Description

Department: Sheriff - Enforcement  
Position: Career Service  
Grade: 719  
Supervisory: No  
Reports to: Sergeant - Enforcement

### Summary

Under general guidance and direction of a Sergeant - Enforcement, conducts warrant-related investigations by accessing and analyzing information obtained from databases, phone interviews, communication with other law enforcement agencies, and other sources to facilitate the apprehension of fugitives by law enforcement officers. Analyzes data to predict future crime trends and/or fugitive behavior.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist law enforcement personnel in the location of fugitives, witnesses, and other persons.
2. Gather intelligence and conduct investigative analysis on criminal activities and fugitive locations; furnish data to deputies and other law enforcement agencies.
3. Analyze information collected to determine relevancy and accuracy; maintain records of information researched and disseminated.
4. Coordinate the capture of fugitives within and outside of the state.
5. Contact fugitives to advise of arrest warrants.
6. Assist fugitives wanted on minor misdemeanors to resolve the warrants without being arrested.
7. Conduct computer research for detectives and other deputies, including coordinating the use of the Rocky Mountain Information Network.
8. Analyze crime data to identify trends and predict future criminal activity of individual suspects and/or fugitives.
9. Prepare various reports, records, logs, memoranda, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
10. Contact participating National Law Enforcement Telecommunication System (NLETS) users; make inquiries regarding out-of-state driver's licenses, vehicles, and criminal histories; identify fugitive locations; request fugitive holds.
11. Maintain warrant files and resolve warrant-related problems with the courts.
12. Track warrant production as a result of investigative actions.

### For Office Use Only

Job Code: 6308

Job Title: Investigative Specialist - Warrants

FLSA: Non-Exempt

Effective Date: 5/18/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of Utah Criminal Justice Information System (UCJIS), National Crime Information Center (NCIC), Bureau of Criminal Identification (BCI) and other dispatch operations
- Knowledge of applicable state and federal laws, statutes, and procedures
- Skilled in writing law enforcement reports
- Skilled in extracting relevant information from informants
- Skilled in interpreting credit reports and utility records
- Skilled in reading, writing and basic math
- Skilled in conducting phone interviews
- Skilled in composing documents and creating spreadsheets
- Ability to use a computer, word processor, and other standard office machines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to access and correctly analyze information from law enforcement and other databases
- Ability to communicate effectively verbally and in writing
- Ability to develop working relationships with co-workers as well as other agencies and contacts
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work regularly exposes the incumbent to high-stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee works for sustained periods of time, which requires maintaining concentrated attention to detail. The employee typically sits at a desk or table and is regularly required to walk, stand, or stoop. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and occasionally lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of law enforcement related work experience in dispatch, records, crime analysis, or a similar field.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Selected applicants must successfully complete the Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test within the first (6) months in position and maintain certification thereafter.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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