

SUSQUEHANNA COUNTY
POSITION DESCRIPTION

TITLE: COUNTY DETECTIVE
DEPARTMENT: SUSQUEHANNA COUNTY OFFICE OF THE DISTRICT ATTORNEY
LOCATION: SUSQUEHANNA COUNTY COURTHOUSE
REPORTS TO: CHIEF COUNTY DETECTIVE
PAY GRADE: 5
SUPERVISES: NONE
POSITION STATUS: HOURLY, NON-UNION

GENERAL: The County Detective is assigned to the Susquehanna County Office of the District Attorney. Under the administrative and operational direction of the Susquehanna County District Attorney's Office Chief County Detective, the County Detective is responsible for a variety of investigative, administrative, and law enforcement tasks, or related tasks as otherwise assigned, through the Chief County Detective, or the District Attorney, with specific emphasis on clerical duties.

Particularized judgement may be exercised in choosing a candidate for this position.

Minimum Requirements:

Education/Training: PA Act 120 / MPOETC Police Officer Certification and must remain in a good standing and maintain valid status.

Work Experience: Entry level position in the field of Law Enforcement.

Minimum 40 hours per week. This position may be subject to call-outs after regular work hours, as necessary.

Must possess and keep current CPR and First Aid Certification.

Must possess a valid Pennsylvania motor vehicle operator's license.

Knowledge, Skill and Abilities:

Current certification issued by the Municipal Police Officers Education and Training Commission (MPOETC).

Ability to communicate clearly and effectively both orally and in writing.

General computer knowledge and skills.

Duties and Responsibilities:

General Law Enforcement: The County Detective shall be a law enforcement officer with jurisdiction throughout Susquehanna County, and shall have the authority to initiate and investigate any alleged criminal conduct within Susquehanna County as approved by the District Attorney, as well as assist other law enforcement officers or agencies outside of Susquehanna County. The County Detective shall have the full powers of a municipal police officer.

All duties as assigned.

Physical Requirements:

The applicant must be able to perform the following tasks:

- Foot pursuits which will include sprinting and/or extended running requiring the Detective to maintain the stamina necessary to perform fully when the situation arises;
- Climbing over obstacles;
- Crawling;
- Pushing motor vehicles;
- Pulling or carrying accident, fire or crime victims;
- Using physical force to apprehend and subdue arrestees;
- Prolonged exposure to extreme weather conditions;
- Prolonged periods of standing and sitting;
- Frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
- Operating a motor vehicle for long periods of time and under adverse conditions;

Special Requirements:

The applicant must pass a County background check with no record of criminal convictions.

Extradition Process: The County Detective shall also be responsible for preparing the necessary paperwork in connection with extradition proceedings to bring wanted individuals from other states to answer for pending charges in Susquehanna County and vice versa. The County Detective shall be responsible for maintaining orderly records, including any and all documentation demanded by the Chief County Detective or the District Attorney.

Private Criminal Complaints: The County Detective will also review and may investigate any private criminal complaints submitted to the District Attorney’s Office as assigned through the Chief County Detective or the District Attorney.

Secondary Employment: The County Detective will seek the approval of the District Attorney for any proposed secondary employment to avoid the possibility of a conflict with the Detective’s employment with the Susquehanna County District Attorney’s Office.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Employee

Date: _____

Susquehanna County District Attorney

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and applicants to discuss potential accommodations with the Employer