POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **INVESTIGATOR TRAINEE**
Trial Division

(Open to Promotions, Transfers, and New Hires)

SALARY: **$35,527- $38,767 (G11)**

FILING DEADLINE: Friday, July 20, 2016 @ 4:00pm

REQUIREMENTS:

1. High school diploma or equivalent
2. Experience and training in investigation work or in work requiring public contact and the acquisition of facts relative to the process of locating people.

   OR

   Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
3. City Residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is field work involving verification of information necessary to arrest/apprehend defendants for violation of probation arrest warrants, failing to appear for a judicial hearing, failing to adhere to pre/post trial release conditions, enforcement of electronic monitoring conditions, arrest and the transportation of individuals arrested within the Commonwealth on Philadelphia wants/warrants.

Also, may be required to work in the radio room assisting Warrant Unit in receiving and disseminating confidential information via criminal databases.

DISTINGUISHING FEATURES:

An employee in this class is required to work varying shifts on weekdays, weekends and holidays and may be subject to some degree of physical hazard. Supervision is received from a field supervisor for conformance to prescribed rules and regulations governing assigned duties.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Verifies, through on-the-scene investigation, information furnished by various court documents.
- Conducts investigations to determine whereabouts of persons named on bench warrants.
- Apprehends or subpoenas persons with outstanding bench or probation arrest warrants in accordance with established procedures; enlists assistance of police when necessary.
- Conducts investigations to determine whereabouts of defendants who fail to comply with conditions of release.

- Advises/warns defendants of consequences of their failure to comply with conditions of release.
- Provides transportation and security in conjunction with apprehension of custody defendants from law enforcement partners and transport to detention facilities.

MARGINAL FUNCTIONS:

Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard courtroom and clerical office conditions.
- Direct contact with diverse court clientele
- Some degree of physical hazard
- Some field work which may be performed during inclement weather

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Some knowledge of the principles, methods and techniques of investigation involving the verification of information.
- Some knowledge of the investigative techniques and social and community factors required in eliciting information from various sources in order to find and possibly apprehend persons involved with the criminal justice system.
- Ability to develop skill in the use and care of firearms as required by work assignment.
- Ability to establish and maintain effective working relationships with law enforcement and other public agency personnel, associates and the general public.
- Ability to interact with disturbed and/or maladjusted individuals.

PHYSICAL, MEDICAL AND PSYCHOLOGICAL STANDARDS:

- Must pass medical exam and successfully complete physical fitness test prior to offer of employment.
- Requirements include, but may not be limited to, strength testing, aerobic conditioning and weight training.
- Must attend and successfully complete the Sheriff and Deputy Sheriff Education and Training Program.
- Ability to perform the essential functions of the position.

LICENSES, REGISTRATION, AND/OR CERTIFICATES:

- Possession of a valid Pennsylvania driver's license is required prior to appointment. Driver's license must remain valid during employment with the First Judicial District.
- Incumbents must have ability to obtain and maintain a valid permit to carry a firearm through the Philadelphia Police Department during tenure of employment.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer