



The City Beautiful

City of Coral Gables Job Description

Job Title: Investigations Assistant
Department: Police
Classification: 5024
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 12/06
Approved By: M.L. Hammerschmidt
Approved By: Marjorie H. Adler

Summary

Performs responsible, technical and highly confidential work within the Police Department's internal affairs division processing internal and criminal investigations. The security and confidentiality of records and information are essential in maintaining the integrity of the division. Responsibilities include conducting investigative searches through various means such as, but not limited to, interviews, background checks, criminal histories, credit bureau, and other records to obtain factual information. Uses some initiative and judgment within established guidelines by the supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Conducts confidential, internal administrative and criminal investigations of employees of the Coral Gables Police Department and the City of Coral Gables.

Reviews a variety of reports and documents such as criminal histories, credit bureau reports, transcripts, legal documents and other sources to develop investigative leads.

Develops personnel profiles which include interviewing complainant(s), witnesses, and compiling data and related information as required to develop a thorough investigative packet for staff or SAO review.

Conducts administrative investigations as required.

Compiles data, prepares reports and maintains records.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Police Department resources, operations, policies and procedures. Knowledge of codes, statutes, ordinances, general orders and applicable collective bargaining agreements. Knowledge of research techniques. Ability to select pertinent data from a variety of source materials. Ability to conduct interviews. Ability to handle confidential information. Ability to effectively follow and apply general instructions in accordance with established policies. Ability to interpret and explain laws, ordinances and regulations to the public. Ability to work independently without direct supervision. Ability to maintain records, and prepare reports. Ability to establish and maintain effective working relationships with business owners, residents, City Officials, management, co-workers and other City employees. Good organizational, oral and written communication skills are required.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Must be able to drive an automobile. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

Minimum Education and Experience

High school diploma or equivalent.

Minimum three (3) years related technical and/or responsible investigative work; preferably within a law enforcement agency.

Bi-lingual English/Spanish.

Valid Florida Driver's license.