County of Calhoun
Investigator

Job Description
Job Title: Investigator
Reports To: Solicitor
FLSA Status: Exempt
Prepared Date: 10/30/2026

Summary

The purpose of this job is to aid solicitors in preparing for and prosecuting criminal cases to include service of court notices to parties of criminal matters; and to perform related work as assigned. This position works under general supervision, independently developing work methods and sequences.

Essential Duties and Responsibilities

- Assists solicitors in prosecuting criminal cases of a basic to highly complex nature.
- Works with prosecutors, law enforcement, witnesses, and victims to prepare cases for trial.
- Locates and interviews victims and witnesses.
- Composes complete and accurate reports for investigative purposes.
- Obtains police reports, background checks, mug shots, fingerprints, and bookings from other agencies.
- Reviews criminal histories and background to determine security issues of witnesses and victims.
- Transports evidence to and from agencies for analysis and trail preparation.
- Stores evidence in a manner that preserves the chain of custody.
- Reviews and studies evidence with solicitor.
- Prepares exhibits and provides technical assistance in court.
- Serves subpoenas to witnesses.
- Collects evidence for trial cases.
- Subpoenas and interviews witnesses, property owners and building occupants to obtain information and sworn testimonies.
- Performs other related job duties as assigned.

Minimum Education and Experience Requirements:
- Bachelor's Degree
- Three years of law enforcement or related experience or an equivalent combination of education and experience.

Special Qualifications, Certifications and Licenses:

• Must possess and maintain a valid state driver's license with an acceptable driving history.

Knowledge, Skills and Abilities:

• Skill in handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, or similar equipment; may service office machines, including adding paper and changing toner.
• Skill in using basic addition and subtraction, such as making change or measuring.
• Skill in reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; and employing simple sentences using basic grammar.
• Skill in doing clerical, manual or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures and the use of independent judgments with obvious choices.
• Ability to gather, organize, analyze, examine, or evaluate data or information; may prescribe action based on such data or information.
• Ability to give information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.
• Ability to perform duties requiring normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressures.

Physical Demands:

The work is sedentary work: Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination sound.
• Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination sound.
• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
• Standing: Particularly for sustained periods of time.
• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Talking 2: Shouting to be heard above ambient noise level.
• Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
• Visual Acuity 2: Including color, depth perception and field vision.
• Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations.

• Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
• Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Unavoidable Hazards (Work Environment):

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Calhoun County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some flexibility in hours is allowed, but employees must be available during the "core" work hours of 9:00 a.m. – 4:00 p.m. and must work 40 hour each week to maintain full-time status.

The duties outlined represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.