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Job Specification 32645

SENIOR INVESTIGATOR PAROLE & SECURED FACILITIES

DEFINITION:

Under direction of a supervisory officer responsible for internal affairs investigations for adult correctional or juvenile treatment facilities or county correctional facilities; or other investigations involving parolees and the facilities/contractors providing services to parolees, assists in supervising investigations of alleged criminal activities and disciplinary charges at the institutions, satellite units of the institutions, and at facilities/vendors providing services to the employing agency; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Exercises all powers and rights of enforcement to function as a law enforcement officer for the detection, apprehension, arrest, custody and prosecution of offenders against the law.

Participates in the training and oversight of entry level Investigators.

Conducts investigations of alleged criminal acts and administrative violations committed by staff, inmates and visitors to secured facilities.

When assigned to parole, conducts investigations involving parolees, the public, vendors, or staff misconduct.

When assigned to parole, conducts pre-release and other special investigations.

Conducts investigations of complaints filed by staff, inmates, parolees, visitors, vendors and the public.

Obtains, secures, preserves and processes evidence.

Apprehends and processes suspects; places parole violators and other offenders under arrest.

Prepares formal records and statements covering all phases of each assigned investigation.

Answers inquiries in person, by telephone or by correspondence according to established procedures.

Maintains contact with federal, state and local law enforcement agencies.

Interviews and investigates persons who are charged with indictable and administrative offenses.

May testify as a witness before formal hearings, Grand Juries, Courts of Law, administrative hearings or other judicial bodies.

Compiles materials for hearings.

Provides assignments, instruction and guidance to entry level Investigators, and coordinates their work activities.

Interacts with other law enforcement agencies in the search, apprehension and arrest of offenders and escapees.

Compiles reports and materials to substantiate an arrest.

Gathers intelligence and compiles and evaluates information pertaining to adult inmate or juvenile groups, criminal activities, employees and civilians visiting New Jersey secured facilities.

Compiles information and prepares investigative and statistical reports in the course of official duties.

Carries a firearm and other restraint/defense equipment while performing duties, or off duty, is responsible for the care, use and security of firearms and equipment.

Prepares clear, sound, accurate and informative investigative, statistical and other reports containing findings, conclusions and recommendations.

Attends continuing training programs and seminars relating to the court, the Department of assignment, criminal correction or parole law, rules, regulations and procedures.

Oversees the establishment and maintenance of the records and files necessary for each case and investigation.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

REQUIREMENTS

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE

Two (2) years of experience in either:

- (A) the custodial field which shall have included investigations of violations of rules, regulations, standards and laws by adult inmates, juveniles and/or employees working within a secured facility, or
- (B) in parole casework.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

SPECIAL REQUIREMENTS:

Appointees will be required to satisfactorily complete the basic course for Investigators at the Division of Criminal Justice Training Academy, if they have not already done so.

In accordance with NJSA 2A: 154-4, investigators working in secured facilities are empowered to act as peace officers. As such, they must have completed basic police training conducted by the Police Training Commission.

NOTE: Appointees to this position shall be required to qualify in the use of firearms on an annual basis.

LICENSE: Appointees must possess a driver's license valid in New Jersey.

NOTE: The responsibility for ensuring that employees

possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES

Knowledge of interview techniques.

Knowledge of the procedures, techniques and precautions used to conduct investigations of criminal nature.

Knowledge of the care, use and security of firearms and other restraint/defense equipment.

Knowledge of the regulations and standards of the Department of assignment after a period of training.

Knowledge of the economic, social and other problems of persons subject to the authority of law enforcement officers.

Knowledge of the disciplinary program of the Department of assignment after a period of training.

Ability to provide assignments, instruction and guidance to staff and oversee their work performance.

Ability to conduct routine, special and confidential investigations.

Ability to organize assigned field and office work, analyze problems and develop appropriate work methods.

Ability to be proficient in the care, use and security of firearms and other restraint/defense equipment.

Ability to function as a peace officer for the detection, arrest and conviction of offenders.

Ability to prepare accurate and thorough reports of investigations.

Ability to read, interpret and apply the laws and regulations affecting investigative activities.

Ability to understand and explain the complexities and uses of evidentiary laws and rules.

Ability to use specialized equipment.

Ability to work under adverse conditions and at any hour of the day.

Ability to maintain confidentiality.

Ability to prepare correspondence.

Ability to prepare clear, technically sound, accurate and informative investigative, and other reports containing findings, conclusions and recommendations.

Ability to assist in preparing cases for trial or hearings.

Ability to act as a witness in court or at formal hearings and provide testimony under oath.

Ability to keep current in department policies and procedures and criminal correctional or parole law and court procedures by attending continuing training programs and seminars.

Ability to establish and maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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Job specification is for State and Local Government use.
