HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Investigative Aide

**Job Code:** W2784
**Pay Grade:** WI
**Pay Scale:** $22.05-$41.02 Hourly; $45,864.00-$85,321.60 Annually
**Exempt:** No

## OVERVIEW

Perform paraprofessional duties in support of investigative operations that do not require the direct involvement of a certified law enforcement officer.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide investigative support services to law enforcement detectives within the assigned area.
- Review, evaluate, and investigate reports and/or complaints in Versadex/RMS (e.g., missing children, missing adults, elders, fraud victims) to determine the next course of action, which may include writing incident reports.
- Utilize latent databases, Inmate Call System, and/or social media to obtain investigative information.
- Communicate with external entities to develop investigative leads and generate subpoena requests for records, including responding to related court hearings and depositions.
- Conduct neighborhood surveys and/or interviews with friends, family members, associates or complainants to develop leads.
- Operate a Sheriff's Office vehicle in performance of official duties.
- Prepare and maintain internal and external alerts to communicate investigative information.
- Respond to telephone inquiries.
- Economic Crimes
- Investigate low-level financial crimes to assist in reducing detectives' caseloads.
- Process financial reports received from outside agencies and initiate related offense reports.
- Serve as the agency's jail call custodian, managing recorded jail calls and appearing in court, as needed.
- Homicide
- Conduct annual follow-ups on historical unresolved missing person and missing juvenile cases.
- Collaborate with the Medical Examiner's Office on cases involving missing persons and unidentified human remains.
- Internet Predator
- Determine jurisdiction for cases received through investigative tips prior to detective assignment.
- Handle and impound evidence related to Internet Predator Unit investigations.
- Special Victims
- Investigate incidents involving missing, endangered, or runaway juveniles to support recovery efforts.
- Investigate allegations of elder abuse or neglect and coordinate services to assist affected individuals.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Working knowledge of office policies and procedures.
- Working knowledge of Florida state statutes and county ordinances.
- Some knowledge of latent databases (e.g., Accurint, Coplink, Florida Crime Information Center/National Crime Information Center (FCIC/NCIC), Florida Department of Law Enforcement (FDLE), and Florida Safe Families Network (FSFN).
- Some knowledge of the criminal justice system.
- Ability to maintain confidentiality.
- Ability to accurately document findings.
- Ability to conduct effective interviews.
- Ability to prepare and maintain logs, files, and reports.
- Ability to properly answer and route telephone calls.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.

## SKILLS

- Written Communication
- Investigation Techniques
- Time Management
- Case Management
- Verbal Communications
- Interview Techniques

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- May have exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May drive a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Work standard business hours.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience in an investigative or law enforcement role.

OR

- An associate's degree from an accredited institution of higher education.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be

grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## PREFERRED QUALIFICATIONS

- Advanced training in investigative techniques.
- Training in conducting interviews.
- Experience in report writing.
- Specialized training in obtaining and reviewing security video.
- Experience with additional specialized law enforcement databases.