

Job Description: Investigator Clerk – Sheriff’s Office

Department: Sheriff’s Office - Investigations

Position Type: Part-Time, Non-Exempt

Reports To: Investigator

Job Summary

The Investigator Clerk provides critical administrative, technical, and operational support to the Investigator. This position is responsible for managing confidential case documentation, organizing active investigation files, and assisting with case management. The clerk ensures that all records are accurate, secure, and compliant with state and federal regulations.

Essential Duties and Responsibilities

- **Case File Management:** Create, maintain, and archive investigative case files (physical and electronic).
- **Documentation Support:** Scan, upload to programs (LGS) and file investigator reports.
- **DA/Court Liaison:** Assist in assembling case packets for submission to the District Attorney or County Attorney (e.g., using programs like AXON).
- **Confidentiality:** Maintain strict confidentiality of all sensitive information, investigations, and intelligence data.

Required Knowledge, Skills, and Abilities

- **Computer Proficiency:** High level of literacy in Microsoft Office Suite (Word, Excel, Outlook) and ability to learn specialized law enforcement records management systems.
- **Attention to Detail:** Exceptional accuracy in data entry and record-keeping.
- **Organizational Skills:** Ability to prioritize tasks in a fast-paced environment and meet strict legal deadlines.
- **Communication:** Strong written and verbal skills to communicate effectively with staff, courts, and the public.

- **Confidentiality:** Demonstrated ability to handle sensitive information with discretion.

Minimum Qualifications

- **Education:** High School Diploma or GED.
- **Experience:** Previous experience in a clerical or administrative role, preferably within a law enforcement or criminal justice environment.
- **Background Check:** Must pass a thorough background investigation, including criminal history.

Physical Demands & Work Environment

- Work is typically performed in an office setting within a law enforcement facility (e.g., sheriff's office).
- Sedentary work requiring sitting for long periods, occasional walking, and lifting up to 10-20 lbs.
- Must be able to maintain composure in a potentially high-stress environment