

## **LIVINGSTON COUNTY JOB DESCRIPTION**

### **INVESTIGATIVE SERVICES ADMINISTRATIVE SPECIALIST**

**Supervised By:** Assigned Detective Lieutenant  
**Supervises:** No supervisory responsibility, may serve as a lead worker  
**Department:** Sheriff  
**FLSA Status:** Non-Exempt

#### **Position Summary:**

Under the supervision of the assigned Detective Lieutenant, this position is responsible for complex clerical, administrative, and records management functions with extensive public, outside agency, and customer service interaction. Required skills and duties include exceptional organizational abilities, attention to detail, and a high degree of confidentiality while managing sensitive case information to ensure efficient case management and effective investigative support. This position also requires exceptional skills in records management, general bookkeeping, scheduling, data entry, database creation and upkeep, customer service, and similar activities. The Investigative Services Administrative Specialist assists in the coordination of complex administrative workflows between detectives, law enforcement agencies, prosecutors and other criminal justice partners to provide effective investigative support and case management. The employee may serve as a lead worker.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives complaints, requests for service or informational requests in person and over the phone. Processes requests following prescribed procedures or refers inquiry to appropriate party.
2. Transcribes dictated police reports and internal reports with strict accuracy and confidentiality for detectives, sergeants and lieutenants
3. Creates, prepares, and obtains detailed statistical tracking data reports on investigative activities such as death investigations, original and assigned case assignments, with their outcomes, CARE assignments, detective arrests, and other detective / investigative statistical data on a daily, weekly, and monthly basis.
4. Create and manage the Detective on Call rotation schedule with Central Dispatch, Detectives, and supervisors at the beginning of each year. Responsible for continuously updating Central Dispatch and supervisors of any schedule changes to the Detective on Call throughout the year.

5. Responsible for serving as a primary point of contact for the receipt and distribution of the Michigan State Police laboratory results and notifications as well as the Automated Fingerprint Identification System (AFIS) findings. Utilize the ability to access MICJIN and the Forensics Advantage systems to obtain such laboratory results. Properly document such results within the case files in the Records Management System (RMS) along with Evidence.com (AXON) to be shared with the deputies, detectives, and Prosecutor's Office in a timely manner.
6. Responsible for serving as primary point of contact for the receipt and distribution of autopsy reports from various medical examiner offices to the appropriate investigating officer. Track death reports in proper tracking spreadsheets along with placement with the record in the Records Management System (RMS) and Evidence.com systems.
7. Support Field Services, Investigative Services, court staff, judges and magistrates with necessary documents for court proceedings such as swear to assistance, trials, etc. with reports and other information to cases as requested in a timely manner.
8. Responsible for serving as a primary point of contact to receive charging decisions / case dispositions from the prosecutor's office for Field Services deputies and Investigative Services detectives. Responsible for processing and distributing the charging status within the Records Management System (RMS) along with the data tracking systems for both departments and to notify the Field Services deputy or Investigative Services Detective and their supervisors of the prosecutor decisions.
9. Distribute daily jail roster to Probation/Parole offices and Public Defender's Office.
10. Monitors Sheriff's Office Tip Line for distribution of tip information to appropriate authority and investigative agencies.
11. Produce documented inmate jail incidents from the Jail Management System for the Michigan Probation /Parole Department as requested by Michigan Department of Corrections (MDOC).
12. Serve as the TR-52 custodian for the Sheriff's Office. Prepare and process abandoned vehicle related information through the LEIN and SOS systems to obtain TR-52 documentation with the area towing companies. Process the release or transfer of vehicles to the towing companies for vehicles within their possession in area tow yards. Process vehicles held for investigation with the Sheriff's Office for official documentation from SOS to submit vehicles to auction once the investigation is closed. Maintain comprehensive documentation of vehicle status and disposition.
13. Responsible for assisting the Property Room Coordinator with the review of property vouchers on cases to determine the appropriate disposition based on case status by utilizing the Records Management System (RMS), Evidence.com, and the Michigan MI Court system. Coordinate with deputies and detectives for property release or retention decisions. Responsible for maintaining accurate records of evidence status and chain of custody of the Property Room. Maintain tracking of disposition status with each case and

deputy / detective for proper accountability.

14. Serve as AXON Interview System liaison for outside agencies such as the FBI, LАWNET, and other police agencies. Facilitate the interview recording system along with documentation to such agencies for their evidentiary use.
15. Responsible for serving as primary point of contact for Law Enforcement Notifications (LENs) from Child Protective Services and Adult Protective Services to be distributed to proper supervisor for assignment. Document LEN assignment data for tracking purposes for outside agencies.
16. Attend weekly detective meetings. Record meeting minutes, forward to supervisors, and place on secure drive for future references.
17. Requisitions, processes and maintains supplies and office equipment.
18. Operates specialized software such as LEIN, AXON, MiCJIN, Records Management System (RMS), Jail Management System (JMS), CSM, TRACK-KIT, AS400, Mi COURT, MDOS/SOS, Microsoft Suites, Adobe Acrobat, etc.
19. Create, prepares and maintains records, files, charts, data, schedules, and similar information. Prepares statistical reports on investigative services activities including assigned cases, types of cases and outcomes along with dispositions. Updates charging decisions and case dispositions for the Field and Investigative Services divisions. Performs additional clerical duties such as copying, filing, word processing, sorting, faxing, mailings telephone calls etc.
20. Manages data entry including pawn slips, autopsy and lab reports and any additional support documents. Manages requests and returns of supporting documentation from outside agencies including Medical Examiner's Office, Michigan State Police Laboratories, Department of Health and Human Services, Central Dispatch, Prosecutor's Office, and outside police agencies.
21. Interacts with other departments, governmental agencies, service providers, professionals, and others to exchange and record information, process required forms and reports and submit or receive correspondence. Interacts with customers, resolves issues, maintains related databases, and follows related procedural directives
22. May provide back-up for other clerical positions, possibly in multiple work areas.
23. May function as a lead worker with responsibility for coordinating the work of others and providing instruction and guidance.
24. Performs all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and three years of experience in providing clerical and administrative support.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- Notary Public Certification within the first six months of employment.
- CPR certified.
- Must be LEIN certified within the first six months of employment (trained and tested).
- Strong working knowledge of office procedures, file setup and maintenance, math and bookkeeping principles and application and administrative support techniques.
- Ability to work in a high volume, high stress environment with the ability to maintain strict confidentiality to extremely sensitive information and multitask amid distractions.
- Skill in effectively communicating assigned areas of responsibility verbally and in writing.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records, and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the assigned department and new technologies.
- Knowledge of or ability to quickly learn applicable criminal statutes.

- Capable of learning specialized software to perform the required departmental duties. Must be proficient in Microsoft Suite applications including word processing, spreadsheet, and database functions.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.