



POSITION DESCRIPTION

DEPARTMENT: County Attorney's Office

POSITION TITLE: Investigator / Office Manager / Victim-Witness Coordinator

EMPLOYMENT CATEGORY: Regular Full-time

STATUS: Exempt

REPORTS TO: County Attorney

POSITION SUMMARY:

The Investigator / Office Manager / Victim-Witness Coordinator is a full-time position who works under the supervision of the County Attorney. The Investigator / Office Manager / Victim-Witness Coordinator is a full-time law enforcement officer certified by the Kansas Law Enforcement Training Center (KLETC) and the Kansas Commission on Peace Officers' Standards and Training (KS-CPOST). The Investigator / Office Manager / Victim-Witness Coordinator provides investigative services and reports, preparation of criminal and juvenile court cases and pleadings, supervision and coordination of the Victim Advocate program, office administration and budgeting, Kansas Criminal Justice Information Services (KCJIS) duties, and supervision of office support staff. The Investigator / Office Manager / Victim-Witness Coordinator is responsible for the administrative duties of the office, personnel records and other functions of the office. The Investigator / Office Manager / Victim-Witness Coordinator exercises professional judgement in all phases of the position, with limited supervision.

FUNDAMENTAL JOB DUTIES:

- Reviews and outlines law enforcement reports.
- Drafts legal pleadings and documents in regard to criminal cases, juvenile cases, extraditions, inquisitions, and other matters, as directed by the County Attorney and staff attorneys.
- Prepares and monitors the status of follow up requests of law enforcement from the County Attorney or his/her designee.
- Provides investigative services and reporting as necessary.
- Provides process service as necessary.
- Is required to maintain his/her State of Kansas Law Enforcement Officer certification, requiring a minimum forty (40) continuing education/training hours per year.
- Acts as trial assistant to the County Attorney and Assistant County Attorneys as requested.
- Acts as a liaison between law enforcement agencies/officers and the County Attorney's Office.
- Provides training to law enforcement officers as needed or requested.
- Assists the public with inquiries and complaints made in person and by telephone.
- Supervises and coordinates the grant-funded Victim Advocate Program.
- Prepares and implements the budget for the grant-funded Victim Advocate Program.
- Makes monthly Financial Status Reports (grant monitoring) for the grant-funded Victim Advocate Program

- Performs legal research as requested.
- Plans and researches office equipment upgrades and purchases.
- Assists in planning and implementation of office policy changes.
- Prepares and monitors the annual budget for the office.
- Maintains accounting records of diversion and worthless check fee funds.
- Prepares purchase orders on a biweekly basis for payment of office expenses.
- Prepares payroll on a biweekly basis and maintains personnel records for all office employees.
- Supervises office support staff.
- Administers office records management system.
- Trains support staff and attorneys in the use of office records management system.
- Maintains and updates the office inventory to be reported to the County Clerk's Office.
- Maintains, publishes and updates the office web page on County web site.
- Is the administrator of the office KCJIS terminal and is the primary KCJIS point of contact.
- Is the office KCJIS Terminal Agency Coordinator (TAC).
- Provides criminal history checks via the office KCJIS terminal.
- Performs other duties as directed by the County Attorney.

EDUCATION:

Minimum qualifications include that the employee be a full-time law enforcement officer certified by the Kansas Law Enforcement Training Center (KLETC) and the Kansas Commission on Peace Officers' Standards and Training (KS-CPOST) with more than two (2) years of progressive, law enforcement experience, with at least one (1) year of administrative level experience and possess a Bachelor's or an Associate's degree, or; A full-time certified law enforcement officer with more than five (5) years of progressive, law enforcement experience, with at least two (2) years of administrative level experience.

EXPERIENCE / SKILLS:

Must possess an extensive knowledge of Kansas statutes and knowledge of, or the ability to learn, legal research techniques. Must have above-average oral and written communication skills, good conflict management and personal relations skills. Must possess a valid driver's license. Must have the ability to qualify (via KS-CPOST standards) with a sidearm and maintain the continuing education requirements for continued certification as a Kansas law enforcement officer. Knowledge of personal computer and local area network troubleshooting and database management is preferred. Prior experience or training in Microsoft and Windows-related software programs preferred. Must possess the ability and knowledge to utilize OpenFox computer systems, NCIC database, and KBI Web Portal and have or obtain CJIS and KCJIS certification. Must have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement.

PHYSICAL REQUIREMENTS / ABILITIES:

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. The employee must be physically capable of utilizing and training in self-defense tactics. Adequate speech capabilities are required. The position requires that the employee be able to reach above the head to get files from the top drawers of 67" filing cabinets and have full range of motion in bending and lifting.

WORKING CONDITIONS / ENVIRONMENT:

Position requires working in a well-lit, climate-controlled office, sitting at a desk and computer

workstation, viewing computer monitor, typing on a computer keyboard, talking on the phone and using a copier on a routine basis. Position is mostly self-directed under very limited supervision. Duties subject the employee to occasional risk. The position follows established standard policies and procedures, court rules, state statute and widely-accepted law enforcement practices. Unusual problems are handled without referral in most cases and appropriate independent judgment is required daily. Uses investigative equipment, sidearm, handcuffs, and other law enforcement equipment, and motor vehicles, to a lesser degree.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____

08/29/2025