

LEAVENWORTH COUNTY JOB OPENING

VACANCY #25-9-6

Posted 9/22/25

POSITION: Investigator I – County Attorney’s Office, Leavenworth, Kansas

SALARY: \$22.59-\$23.50 (Full Time – Benefits Eligible)

County Employees Only: May apply at the Human Resources Department, 1st Floor Suite 104, County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under Human Resources>Job Openings.

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

POSITION: Investigator I

DEPARTMENT: County Attorney

PAY LEVEL: Level 9

EXEMP/NON-EXEMPT: E

LOCATION: Justice Center

SUPERVISOR: Lori Filbert and Todd Thompson

SUPERVISES: N/A

PERCENTAGE OF TIME

ACCOUNTABILITIES

15%

1. Miscellaneous Office Tasks – Mail duties, filing, answering phones, etc. Other work as assigned.

50%

2. Assist Staff Attorney with gathering supplemental information prior to filing cases – contact victims or witnesses to request additional information, obtain information needed from other agencies or counties, etc. This may include police reports, medical records, background checks, etc.

15%

3. Locating and personally serving reluctant and/or uncooperative witnesses.

10%

4. Case maintenance and track case load – generate case note sheets for tracking, update contact and other party information, use spreadsheet calendar, and notes sheet to track case load.

SCOPE

This position is responsible for conducting and/or supplementing investigative work for staff attorneys. Providing assistance with process services on reluctant and uncooperative witnesses. Performing background checks on witnesses both for prosecution and defense witness for trials.

KNOWLEDGE AND SKILLS:

1. Knowledge of criminal procedure and its application to crimes and crime victims from initial prosecution through final dispositions.
2. Knowledge of law enforcement investigative procedures.
3. Knowledge of local social service agencies and services they provide.
4. Knowledge of courtroom and testimony procedures.
5. Ability to be tactful and adept in dealing with a wide variety of people.
6. Ability to deal with the public in difficult/stressful situations.
7. Ability to work with and manage materials in a confidential manner.
8. Ability to organize workload to efficiently prioritize/meet multiple demands and deadlines.
9. Ability to work cooperatively with coworkers as a team player.
10. Ability to work independently on a variety of assignments.
11. Ability to understand and follow complex oral and written instructions, adhere to schedules and perform work assignments.
12. Ability to establish and maintain effective working relationships with department personnel, attorneys, law enforcement personnel, experts and the general public.
13. Ability to effectively communicate both orally and in writing.

ILLUSTRATIVE TASKS (This is not an inclusive list, other tasks/duties may be assigned.)

1. Conducts or supplements investigative work for staff attorneys.
2. Coordination of physical and demonstrative exhibits for staff attorneys in preparation for court hearings.
3. Assist attorneys or the witness coordinators with contact of witnesses for upcoming court hearings
4. Request and retrieve criminal documentation or evidence from other courts or law enforcement agencies
5. Investigate backgrounds and criminal history of State or defense witnesses
6. Locate and personally serve reluctant or uncooperative witnesses
7. Maintain logs regarding personal service or attempted personal service on any witnesses.
8. Assist in the coordination of witness transportation to and from the court house
9. Escort witnesses and victims through public locations
10. Help maintain control of witnesses prior to or after in-court proceedings
11. Maintain relationship with local and state law enforcement agencies
12. Assist, participate and document witness interviews
13. Assist attorney staff in gathering facts and evidence.
14. Assist staff attorney or victim/witness officer in locating and/or establishing initial line of communication with witnesses regarding availability, case consultation and litigation preparation.
15. Testify in court regarding duties
16. Other witness or trial preparation duties as required by attorneys

ENVIRONMENTAL DEMANDS

Work is performed in a modern, smoke-free, office setting.

MINIMUM QUALIFICATIONS

Bachelors Degree in Paralegal, Social Work, Criminal Justice or related field and one year of experience

-OR-

AA Degree in Paralegal, Legal Assistant, Criminal Justice, or human/social services field and three years of experience in public or private social/human services or law office position

-OR-

Three years of progressive related experience in public or private social/human services or law office position beyond high school experience.

DESIRABLE QUALIFICATIONS:

1. Direct experience with conducting investigations and understanding the court system and judicial processes.

ADA/PHYSICAL DEMANDS

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|------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1. <u>Vision</u> | Adequate to use personal computer, filing, completion of reports, forms, and correspondence. |
| 2. <u>Hearing</u> | Adequate for normal conversation with employees or applicants and the general public. |
| 3. <u>Speech</u> | Must be able to speak and understand English language clearly to provide detailed information by telephone and in person. |
| 4. <u>Standing</u> | 10% of the time – when performing filing tasks and when operating various office machines. |
| 5. <u>Walking</u> | 10% of the time – when delivering or retrieving information, files, etc., from within the office or from other departments. |
| 6. <u>Sitting</u> | 80% of the time – when completing administrative, personal computer, and telephone work assignments. |
| 7. <u>Lifting/Carrying</u> | 25 pounds – lifting files, office supplies, and reports. |
| 8. <u>Pushing/Pulling</u> | 30 pounds – moving files, boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors. |
| 9. <u>Climbing/Balancing</u> | Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor. |
| 10. <u>Stooping/Kneeling</u> | Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc. from the floor. |
| 11. <u>Reaching/Handling</u> | Required on most tasks. |

I have read the job description and understand the content.

Signature

Date

Leavenworth County is an Equal Opportunity Employer
