



COUNTY OF LAWRENCE

COUNTY COMMISSIONERS

DAN J. VOGLER, CHAIRMAN
CHRIS SAINATO
DAN KENNEDY

HUMAN RESOURCES DEPARTMENT

MICHAEL OCCHIBONE, DIRECTOR
KRISTINE VENASCO, DEPUTY DIRECTOR

JOB POSTING

JOB TITLE: Detective (All Ranks except Captain)

DEPARTMENT: District Attorney

STATUS: Non-Exempt/Union

DEPARTMENT: #158

GENERAL SUMMARY: The incumbent in this position shall be assigned to either the Special Investigations Unit (SIU) of the Lawrence County District Attorney's Office Detective Bureau or the Criminal Investigations Division (CID) of the Lawrence County District Attorney's Office Detective Bureau. If assigned to the SIU, the detective's duties shall include investigating, planning, organizing, implementing, participating, and coordinating illegal narcotics investigations within Lawrence County. This detective shall perform all duties related thereto and adhere to the policy and procedures of the Lawrence County District Attorney's Office and Standard Operating Procedures of the SIU. This detective may be detailed as a Task Force Officer (TFO) to federal agencies pursuant to an agreement between the District Attorney's Office and the federal entity and/or may be deputized to participate in state and federal case specific operations. If assigned to the CID, the detective's duties shall include investigating, planning, organizing, implementing, participating, and coordinating criminal investigations referred to and/or originated by the District Attorney's Office. This detective may be detailed as a TFO to federal agencies pursuant to an agreement between the District Attorney's Office and the federal entity and/or may be deputized to participate in state and federal case specific operations.

SUPERVISION RECEIVED AND EXERCISED: There exists a chain of command within the Lawrence County District Attorney's Office, within the Lawrence County District Attorney's Office Detective Bureau, and within the individual units referred to above. In either unit, the SIU or CID, detectives shall report to their immediate supervisor or higher-ranking detective within the unit, unless otherwise instructed by the Chief of the Lawrence County District Attorney's Office Detective Bureau or the District Attorney of Lawrence County. The Captains or ranking supervising officers of both units shall report directly to the Chief of the Lawrence County District Attorney's Office Detective Bureau, unless otherwise instructed by the District Attorney of Lawrence County. If a detective is assigned to an outside state or federal agency as a TFO then that detective shall report to the assigned agency's supervising law enforcement official, the Captain of their unit within the District Attorney's Office Detective Bureau, and the District Attorney of Lawrence County. If a detective is assigned as a TFO to an outside state or federal agency, the manner, extent and the type of supervision that they may exercise over other detectives within the Lawrence County District Attorney's Office Detective Bureau shall be determined by Chief of the Detective Bureau or the District Attorney of Lawrence County.

LAWRENCE COUNTY GOVERNMENT CENTER • 430 COURT STREET • NEW CASTLE, PENNSYLVANIA 16101-3593

PHONE: 724-656-2164 OR 724-656-2296 • FAX: 724-656-2461 • www.lawrencecountypa.gov

REV. 8/08

ESSENTIAL JOB FUNCTIONS:

- Investigates, plans, directs, coordinates and conducts criminal investigations.
- Gathers, assembles, preserves and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search and/or arrest.
- Provides trial attorneys with assistance in evidence review and case evaluation.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Assists and coordinates with Federal, State and local law enforcement organizations, other District Attorney's personnel, County departments and outside organizations.
- Performs other related duties as required by the District Attorney and/or Assistant District Attorney's.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of investigative techniques and procedures.
- Knowledge of criminal and civil law, rules of evidence and court procedures.
- Knowledge of interviewing techniques.
- Knowledge of the use and care of firearms.
- Ability to gather and analyze investigative data.
- Ability to provide a variety of support for legal staff and other law enforcement agencies.
- Ability to prepare clear, concise and comprehensive investigative reports.
- Ability to analyze financial and statistical data.
- Ability to interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Ability to deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Ability to exercise good judgment in handling potential hostile individuals and situations.
- Ability to effectively represent the District Attorney's Office in contacts with the public, County staff, and other law enforcement agencies.
- Ability to establish and maintain cooperative working relationships.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.
- Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.
- Two years of experience performing criminal or civil investigations as an Act 120 certified police officer and/or equivalent in the state or federal law enforcement community.
- Must be able to work all shifts: day, afternoon, and evening.
- Must be comfortable working alone in potentially dangerous/stressful environments.
- Must be willing to travel.
- Must be available for callout and support of other officers twenty-four hours a day, seven days a week.

- Must possess a valid driver's license on a continuous basis without absence not to exceed 91 days.
- Act 120 certified for municipal police.

WORKING CONDITIONS:

- Work is performed in an office, outdoor and driving environments.
- Work is often performed in dangerous/stressful environments.
- Work is often performed at all hours of the day.
- Work often requires dangerous home entry and surveillance.
- May be required to sit, stand or walk for extended periods of time.
- Moderate to heavy physical activity.
- May require physical effort including lifting up to 25 pounds.
- Exposure to computer screen.
- Duty Weapon is carried at all times during working hours.

OTHER REQUIREMENTS:

- Possession of a valid driver's license is required.

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The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

If you are interested in the position, please submit an application, resume or letter of interest to the Human Resources Department.

Posted: June 30, July 1,2,3, and 7, and ends close of business on July 7, 2025.

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