

## **INVESTIGATOR JOB DESCRIPTION AND HIRING PROCESS**

The Decatur County Prosecutor's Office seeks candidates for the position of Investigator. This position will be a full-time county employee, has received tentative approval for a salary range of \$40,000 to \$50,000 (dependent on experience and final approval by the Department of Local Government and Finance) with attendant benefits, and responds directly to the elected and chief deputy prosecutor.

Responsibilities will include liaising with law enforcement regarding investigations, screening submitted cases, assisting with trial preparations and witness service, serving as the office's primary victims advocate, applying for and administering grants from various sources, tasks necessary to the fulfillment of these responsibilities, and other duties as assigned. The successful candidate will continue in service at the pleasure of the elected prosecutor.

The following is a non-exhaustive list of factors that will be considered: 1) experience with law enforcement; 2) experience with victims advocacy; 3) experience in administration; 4) demonstrated willingness to locate in Decatur County; 5) formal education or training, if any; 6) demonstrated capability to work in a team while showing initiative.

Candidates should submit resumes and cover letters to by Friday, October 30, 2015.

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Decatur County Prosecutor  
150 Courthouse Square; Suite 229  
Greensburg, IN 47240  
or electronically to [prosecutor@decaturcounty.in.gov](mailto:prosecutor@decaturcounty.in.gov)

Finalists will be invited to interview with a panel of office employees on Friday, November 13, 2015. Candidates should block that day off now to ensure availability. All candidates will be notified of the outcome of their candidacy. The successful candidate will be expected to start between January 1, 2016 and February 1, 2016.