



City of Tempe

INVESTIGATIVE ASSISTANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	119	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Investigative Assistant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives supervision and direction from the supervisor in the Police Analytics Bureau of the Police Department or from other supervisory and management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of clerical, secretarial or paraprofessional experience. Experience using databases, and/or open source information for research and/or data collection is preferred. Experience in law enforcement is preferred.
<i>Education:</i>	High diploma, GED, or equivalency. An associate degree in criminal justice, social sciences, crime and intelligence analysis or closely related field is preferred.
<i>License / Certification:</i>	Possession of, or required to obtain within six (6) months of hire, a Terminal Operator Certification (TOC).
<i>Additional:</i>	Must pass a police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform elements of background investigations, criminal history record information, and other data-base searches in support of criminal investigations to meet the operational needs of the Tempe Police Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform comprehensive records checks of persons involved in criminal cases; compile criminal history packets which include collecting photographs, fingerprints and reports from a variety of agencies.
- Research similar crimes, criminal activity by a suspect, and/or local and national police trends to support investigative, proactive, and operational tactics to solve, predict, and prevent crimes.
- Conduct research for background investigations for police employment purposes and contractors when necessary.
- Research information for detectives to pinpoint individual's identities by utilizing a variety of investigative and open source data bases.
- Gather and review felony in-custody information.
- Maintain and update the Gang Member Identification Criteria (GMIC) including the coordination of security access to the system.
- Perform investigative work on warrants using various computer systems.
- Collect, correlate and disseminate all tips from citizens and other agencies that pertain to crimes happening in the City of Tempe, track progress and resolutions.
- Provides liaison to local, state and federal law enforcement agencies to ensure continuing flow of information.
- Maintain active account status for criminal history and intelligence databases.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised February 1999

Revised January 2000

Title change January 2002

Revised October 2002

Revised March 2006 (updated job duties and MQs)

Revised February 2019 (update job title, reporting relationships, MQ's and job duties)

Revised June 2021 (update reporting relationships, essential job functions and job duties)

Revised September 2022 (update min quals – work experience)

Revised February 2023 (job title, update min quals and job duties)