

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

THIS IS A REPOST

Special Investigator

Office of Civil Rights and Public Trust, New Castle County

Opening Date: August 2, 2018

Closing Date: August 17, 2018

Job Responsibilities and Duties: This is a Special Investigator position within the Department of Justice and under direct supervision of and in collaboration with the Director of the Office of Civil Rights and Public Trust (“OCRPT”).

OCRPT is responsible for the enforcement of Delaware laws protecting the individual rights and liberties of Delawareans, including but not limited to, rights secured by the Delaware and United States Constitutions. OCRPT also ensures Delaware’s public accommodations laws, housing discrimination laws, employment discrimination laws, and laws protecting the educational rights of children and the rights of Delawareans with disabilities; enforcement of laws designed to ensure citizen trust in government, including election laws, laws governing the use of public funds, and laws governing the conduct of public employees and officials. In these areas, the Office works collaboratively with the Elections Commissioner, Public Integrity Commission and State Auditor. The Office also handles investigations where the DOJ’s other responsibilities might present the appearance of a conflict, such as investigations of use of force by law enforcement officers and investigations of deaths or near-deaths of children under state supervision; and investigation of law enforcement officer-involved shootings to determine whether a law enforcement officer’s use of force constitutes a criminal act.

This Special Investigator will conduct investigations for the OCRPT as needed. Investigations include suspect interviews, witness interviews, collection and review of evidence and/or documents, and assisting Deputy Attorneys General in the presentation of cases to State and Federal Courts as well as other boards and hearings. This Special Investigator will prepare and submit timely investigative reports as well as any other reports that may be required. This Special Investigator will maintain professional contacts and strong lines of communication and coordination with all law enforcement and regulatory agencies in the State. This Special Investigator may provide court testimony in State and Federal Courts, as well as before other boards and various agency hearings as needed. Special Investigators are expected to maintain an effective level of communication and coordination with all other Special Investigators in the Department. Familiarity with Excel is preferred.

This Special Investigator will report to the Unit’s Chief Special Investigator and will be based in New Castle County, with travel as necessary statewide. This position requires regular on-call responsibilities.

Special Investigators are required to maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, Auto Track, CMS, Firearms and other areas of expertise, as necessary.

Minimum Qualifications:

1. Substantial experience as a law enforcement officer.
2. Ability to work independently or within a team to investigate complex and difficult cases.
3. Ability to prepare comprehensive investigative reports for review by the Deputy Attorneys General.
4. Ability to qualify and carry a weapon.
5. Possession of a valid driver's license.
6. Current Council on Police Training (COPT) Certificate or recent COPT certification.
7. Familiarity with the DELJIS, NCIC, automated warrant system and LEISS system.
8. Strong written and verbal communication skills.
9. Current Council on Police Training (COPT) Certificate or recent COPT certification.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.