



# COUNTY OF SUMMIT, OHIO CLASSIFICATION SPECIFICATIONS

An Equal Opportunity Employer

**TITLE: Direct Indictment Officer I- UNCLASSIFIED**

**CODE: 50040**

Pay Table:

Minimum Hourly Rate:

Pay Grade:

Midpoint Hourly Rate:

EEO Category:

Maximum Hourly Rate:

FLSA Status:

Date Adopted:

Officeholder(s) using this spec: PROS

Date(s) Revised:

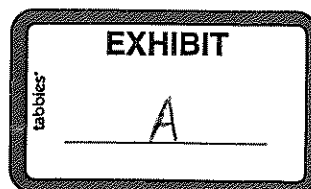
**JOB RESPONSIBILITIES:** Under direction of Chief Assistant Prosecutor – Criminal or designee, conducts independent research and investigation; gathers and processes records, evidence and related information for cases to proceed to grand jury; picks up and transports grand jury witnesses. Serves subpoenas.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. **MINIMUM QUALIFICATIONS:** High school equivalent education and possession of an Ohio Peace Officer's Training Certificate, plus five (5) years of proven experience of which three (3) years was served in law enforcement with investigative experience or equivalent. A valid State of Ohio vehicle operator's license is required.

**NOTE:** The position requires the maintenance of all certification and commissions including firearms certification from the State of Ohio. Hazards associated with investigations, office security and potential use of a firearm are present. Operations of field assignments may subject the individual to work in all types of inclement conditions. May be required to travel overnight.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

Percent of Time	Priority	Duties
25	1	In Akron, Barberton and Cuyahoga Falls Court, reviews and gathers information daily from the Summit County Jail roster for felony arrests processed the day before.
25	2	Constructs a case file with background information and reports, keeping a copy of the file to update any additional information.





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| 25 | 3 | Gathers reports and other pertinent documents.   |
| 10 | 4 | Notifies all witnesses who are to testify before the Grand Jury by phone or serves subpoenas as required; may occasionally transport a witness |
| 15 | 5 | Enters relevant data into the Summit County Prosecutor's case management system. Other duties as assigned                                      |

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### KNOWLEDGE, SKILLS AND ABILITIES (\* Indicates developed after employment)

**COMPREHENSIVE KNOWLEDGE OF:** (a) crime investigation methods and procedures, (b) law enforcement procedures and practices, (c) court procedures, (d) techniques of collection and preservation of evidence, (e) safety practices and procedures, (f) agency policies and procedures\*, (g) record and evidence retention procedures\*, (h) interviewing and interrogation methods, (i) criminal law, (j) federal, state and local laws and ordinances\*.

**THOROUGH KNOWLEDGE OF:** (k) office practices and procedures, (l) computer operations and techniques, (m) technical writing, (n) data entry.

**ABILITY TO:** (o) communicate effectively, (p) define problems, collect data, establish facts and draw valid conclusions, (q) establish and maintain effective working relationships with supervisors, associates, law enforcement personnel and the general public, (r) prepare and maintain accurate records and documents, (s) exercise sound judgment under stressful circumstances, (t) gather, collate and classify information about data, people and/or things, (u) handle sensitive inquiries from and in contact with officials, general public, and informants, (v) maintain confidentiality of classified information, (w) recognize unusual or threatening conditions and take appropriate action, demonstrate physical fitness, (x) calculate fractions, decimals and percentages.

**SKILLS:** (y) operation of communication and computer equipment, (z) keyboard operation, (aa) safe and effective use of a firearm.



# COUNTY OF SUMMIT, OHIO CLASSIFICATION SPECIFICATIONS

An Equal Opportunity Employer

**TITLE: Direct Indictment Officer II - UNCLASSIFIED**

**CODE: 50041**

Pay Table:  
Pay Grade:  
EEO Category:  
FLSA Status:  
Officeholder(s) using this spec: PROS

Minimum Hourly Rate:  
Midpoint Hourly Rate:  
Maximum Hourly Rate:  
Date Adopted:  
Date(s) Revised:

**JOB RESPONSIBILITIES:** Under administrative direction from Chief Assistant Prosecutor – Criminalor desginee; plans for, directs and supervises personnel engaged in the administration of the Prosecution Direct Indictment Programs; conducts independent research and investigation; provides office security; processes records, evidence and related information for case preparation to Grand Jury. Transports witnesses. Serves subpoenas.

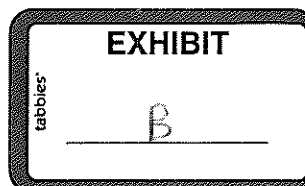
**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

**MINIMUM QUALIFICATIONS:** High school equivalent education and possession of an Ohio Peace Officer’s Training Certificate, plus ten (10) years of proven experience of which seven (7) years was served in law enforcement and five (5) years in criminal supervisory and/or investigative experience or equivalent. A valid State of Ohio vehicle operator’s license is required.

**NOTE:** The position requires the maintenance of all certification and commissions including firearms certification from the State of Ohio. Hazards associated with investigations, office security and potential use of a firearm are present. Operations of field assignments may subject the individual to work in all types of inclement conditions. May be required to travel overnight.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

Percent of Time	Priority	Duties
25	1	In Akron, Barberton and Cuyahoga Falls Court, reviews and gathers information daily from the Summit County Jail roster for felony arrests processed the day before.





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|----|---|---|
| 25 | 2 | Constructs a case file with background information and reports, keeping a copy of the file to update any additional information.                |
| 25 | 3 | Gathers reports and other pertinent documents.  |
| 10 | 4 | Notifies all witnesses who are to testify before the Grand Jury by phone or serves subpoenas as required; may occasionally transport a witness. |
| 10 | 5 | Enters relevant data into the Summit County Prosecutor's case management system. Other duties as assigned.                                      |
| 5  | 6 | Supervises Direct Indictment Officer I.   |

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### KNOWLEDGE, SKILLS AND ABILITIES (\* Indicates developed after employment)

**COMPREHENSIVE KNOWLEDGE OF:** (a) crime investigation methods and procedures, (b) law enforcement procedures and practices, (c) court procedures, (d) techniques of collection and preservation of evidence, (e) safety practices and procedures, (f) agency policies and procedures\*, (g) record and evidence retention procedures\*, (h) interviewing and interrogation methods, (i) criminal law, (j) federal, state and local laws and ordinances\*.

**THOROUGH KNOWLEDGE OF:** (k) office practices and procedures, (l) computer operations and techniques, (m) technical writing, (n) data entry, (o) management/supervisory techniques.

**ABILITY TO:** (p) communicate effectively, (q) define problems, collect data, establish facts and draw valid conclusions, (r) establish and maintain effective working relationships with supervisors, associates, law enforcement personnel and the general public, (s) prepare and maintain accurate records and documents, (t) exercise sound judgment under stressful circumstances, (u) gather, collate and classify information about data, people and/or things, handle sensitive inquiries from and in contact with officials, general public, and informants, maintain confidentiality of classified information, (v) recognize unusual or threatening conditions and take appropriate action, demonstrate physical fitness, (w) calculate fractions, decimals and percentages.

**SKILLS:** (x) operation of communication and computer equipment, (y) keyboard operation, (z) safe and effective use of a firearm.