NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Criminal Investigation Supervisor 1	CODE: 26124C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from higher-level criminal investigation supervisor, directly supervises subordinate criminal investigators assigned to section or unit, formulates goals & objectives for section or unit, makes work assignments & trains & orientates new staff; may participate in interviewing witnesses during investigations & assisting in collection of evidence;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (210)	68-78	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., criminal investigators assigned to section or unit); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all preceding requiring indenpendent judgment, oversees all phases of criminal investigations, formulates goals & objectives for section or unit, interprets laws & regulations & guides lower-level criminal investigators in application of same, trains & orientates new staff, reviews evidence collected by lower-level criminal investigators & directs collection of evidence.	Knowledge of (1) direct supervision*, (2) employee training & development, (3) agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*, (4) criminal evidence & procedure, (5) public relations, (6) interviewing & investigation, (7) case preparation; ability to (8) establish friendly atmosphere as supervisor of work unit, (9) handle sensitive contact with officials, witnesses & general public, (10) interpret extensive variety of technical material in books, journals & manuals, (11) define problems, collect data, establish facts & draw valid conclusions, (12) gather, collate & classify information about data, people or things.
2 123:1-7-17	14-24	Prepares criminal investigative reports or reports concerning investigations undertaken &/or maintains record files on criminal investigations.	Knowledge of 3*, 4, 7; ability to 10, 11, 12, (13) use research methods in gathering data, (14) prepare meaningful, concise & accurate reports.

*Developed after employment

UNUSUAL WORKING CONDITIONS: May require travel. May involve overnight travel. Employees of Ohio Public Defender Commission must have personal auto available

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 12 mos. exp. as Criminal Investigator 1 &/or 2 for State of Ohio or criminal investigative experience in like positions in other governmental or private sector plus: 300 hrs. training in employee training & development & supervision/management (or 3 mos. exp. as lead worker or supervisor); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	5-11	Acts as liaison with law enforcement agencies, staff, witnesses & general public regarding criminal activity information; attends seminars & meetings pertaining to criminal investigation; testifies in court when necessary.	Knowledge of 3*, 4, 5, 6, 7; ability to 9, 10, 11.

(211)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
to use during investigations if necessary. May be exposed to hostile & violent persons.		