

POLICE SERVICES SPECIALIST-INVESTIGATOR

Recruitment # 2204-2344PD -001

List Type	EXEMPT
Requesting Department	Milwaukee Police Department
Open Date	4/22/2022 8:00:00 AM
Filing Deadline	5/13/2022 11:59:00 PM
HR Analyst	Jeff Harvey

INTRODUCTION

This full-time or half-time civilian position in the Milwaukee Police Department and is exempt from Civil Service, therefore serves at the pleasure of the Chief of Police.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Police Services Specialist-Investigator performs indirect law enforcement activities, providing relief and support to full-duty law enforcement officers.

ESSENTIAL FUNCTIONS

- Conduct follow-up investigations related to forgery and white-collar crime, city licenses, cold criminal cases, pawn shops, and confiscated property cases.
- Conduct background investigations for police, fire, and civilian applicants.
- Assist with residency investigations, civil litigation investigations and rule violations regarding attendance.
- Assist with records requests and litigation, including responding to requests for information and assisting with the research, compilation, and dissemination of MPD records as mandated by the Wisconsin Open Records Law, applicable Federal and State Supreme Court decisions, and MPD policy.
- Assist with other indirect law enforcement activities related to matters such as crime prevention, vehicle services, police district complaint intake, and inmate communications.
- Assist the Community Liaison Officer gathering data and analyzing crime trends.
- Assist in distributing crime prevention materials and coordinating block watchers and community meetings.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Physical ability to stand and walk for extended periods of time and to sit for several hours while operating a vehicle.
- Ability to work in all weather conditions.
- Work schedules, terms of employment, and assignments will be in accordance with the needs of the Milwaukee Police Department and the policies of the Fire and Police Commission.

MINIMUM REQUIREMENTS

1. Three years of experience as a sworn law enforcement officer in an investigative or supervisory role.
Note: *This is a civilian, non-sworn position. Good standing with the current (or former) department is required.*
2. Valid driver's license at the time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Bi-lingual English/Spanish fluency.

- Experience in specialized investigations.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical and Critical Thinking:

- Ability to read and interpret job-related documents, particularly the laws, ordinances, and policies that govern law enforcement in the State of Wisconsin and the City of Milwaukee.
- Ability to understand and interpret human resources-related laws, regulations, and best practices.
- Knowledge of classifications of crimes, rules of evidence, and the seizure and processing of evidence.
- Investigative skills to be able to conduct comprehensive, confidential investigations.
- Ability to learn techniques of investigation and identification, criminal law and criminal procedure including classification of crimes, rules of evidence, misdemeanor or felony classifications and the seizure and processing of evidence.
- Ability to enter and retrieve data from a personal computer as well as use police communications equipment.
- Ability to take thorough notes and be able to recall names, places, and incidents accurately.

Communication and Interpersonal

- Written communication skills to be able to prepare reports that are complete yet concise, accurate, objective, and error-free.
- Ability to understand and carry out instructions during emergency and non-emergency situations.
- Ability to establish successful working relationships with MPD personnel in a quasi-military environment.
- Ability to effectively and courteously represent MPD with elected officials, City managers and staff, other agency officials, and the public.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.

Judgement and Responsibility

- Ability to remain calm and professional when interacting with people who may be injured, distraught, frightened, or disoriented.
- Honesty, discretion, and the ability to maintain confidentiality regarding sensitive departmental matters.
- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to complete work assignments in a timely manner.
- Spatial awareness and map-reading skills.

CURRENT SALARY

The current starting salary (PG 5EN) is **\$40,308** annually, and the resident incentive salary for City of Milwaukee residents is **\$41,517** annually.

The City of Milwaukee offers limited benefits for this position, including the following:

- Health and Dental Insurance
- Paid Vacation (earned on a pro-rated basis)
- Paid Sick Leave (earned on a pro-rated basis)
- Retired Police Officers who receive a retirement allowance through the City of Milwaukee Employee's Retirement System (CMERS) will be exempt from the social security tax withholding but will still need to pay Medicare tax. This applies to both Full-time and Part-time positions (effective September 8, 2019).

SELECTION PROCESS

SELECTION PROCESS: Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in an application, cover letter, resume, and the Supplemental Questionnaire.

The Milwaukee Police Department reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Friday, May 13, 2022**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

*** NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire. ***

CONCLUSION

EEO Code 503

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.