

# POLICE SERVICES SPECIALIST-INVESTIGATOR

Recruitment #1902-2344PD-001

|                       |                             |
|-----------------------|-----------------------------|
| List Type             | Exempt                      |
| Requesting Department | Milwaukee Police Department |
| Open Date             | 3/8/2019 08:00:00 AM        |
| Filing Deadline       | 3/29/2019 11:59:00 PM       |
| HR Analyst            | Marti Cargile               |

## INTRODUCTION

*This full-time or half-time civilian position in the Milwaukee Police Department is grant-funded and will be assigned to the High Intensity Drug Trafficking Area (HIDTA).*

## PURPOSE

The Police Services Specialist-Investigator performs indirect law enforcement activities, providing relief and support to full-duty law enforcement officers. The purpose of this assignment is to provide investigative support to law enforcement personnel assigned to the HIDTA Initiative as well as perform other administrative duties as directed by the HIDTA Director or designee(s).

## ESSENTIAL FUNCTIONS

- Conduct follow-up investigations related to drugs; forgery and white collar crime; city licenses; cold criminal cases; pawn shops; and confiscated property cases.
- Assist in the research and analysis of counterdrug investigations.
- Conduct background investigations for police, fire, and civilian applicants.
- 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.

*Reasonable accommodations requested by qualified individuals with disabilities will be made 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 conducting drug conspiracy investigations.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- 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.
- Written communication skills to be able to prepare reports that are complete yet concise, accurate, objective, and error-free.
- Ability to take thorough notes and be able to recall names, places, and incidents accurately.
- Ability to enter and retrieve data from a personal computer as well as use police communications equipment.
- 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.
- Interpersonal and oral communication skills to be able 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.
- 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 pay (Pay Range 5EN) for City of Milwaukee residents is \$19.47 per hour, and the non-resident hourly rate is \$18.72.**

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

- Health and Dental Insurance (full-time positions only)
- 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 and who work part-time do not pay FICA.

## 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 a cover letter and resume.

- *Email cover letter and resume by **Friday, March 29, 2019** to:*
- ***April Nwandu, Human Resources Analyst Senior, [ALCOLE@milwaukee.gov](mailto:ALCOLE@milwaukee.gov), 414-935-7321.***
- *Please include the phrase "PSSI-HIDTA" in the subject line.*

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, March 29, 2019**. 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.*