



**DELAWARE JUDICIARY**

**COURT OF COMMON PLEAS**

**NON-MERIT POSITION**

**(This position is exempt from the State of Delaware Merit Rules)**

**SENIOR INVESTIGATIVE SERVICES OFFICER**

**POSTING NUMBER: 07222022-CCP/NCC/SISO**

**Opening Date: July 22, 2022 Closing Date: August 19, 2022**

**Vacancy Exists**

**Salary: \$42,320.00 - \$52,90.00 (Minimum to 100% Midpoint) Pay Grade 013**

**Location: Leonard L. Williams Justice Center, City of Wilmington, 500 North King Street  
(Please check this location on your application).**

**This position requires statewide responsibilities and travel.**

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**Summary Statement:**

This is the lead level of investigative work in the Court of Common Pleas for the State of Delaware. The incumbent in this position reports to the Chief Investigative Services Officer and is responsible for conducting presentence investigations and preparing written recommendations for the sentencing of defendants. Furthermore, the Court of Common Pleas Investigative Services Office provides investigative services to each of the Court of Common Pleas three (3) locations in New Castle, Kent, and Sussex Counties. As such, the Senior Investigative Services Officer position in the Court of Common Pleas has a statewide caseload responsibility and will be assigned cases from New Castle County, Kent County, and Sussex County. Furthermore, the incumbent will travel on a weekly basis to the New Castle County Courthouse, the Kent County Courthouse, and the Sussex County Courthouse in order to handle cases.

**Nature and Scope:**

The mission of the Investigative Services Office is to conduct investigations or perform any other investigative tasks associated with the preparation of reports as may be desirable to facilitate the appropriate sentencing of an offender or other court proceedings, including mediation and restitution. The incumbent's role is to conduct the appropriate investigations assigned by the Court and prepare reports detailing the results of those investigations with well-reasoned and appropriate recommendations based on law, court policies, and facts.

Therefore, this is a para-professional position primarily conducting presentence investigations and preparing presentence reports for the Court of Common Pleas for the State of Delaware. These reports are used by sentencing judges to determine appropriate sentences for defendants convicted of criminal offenses in the Court of Common Pleas for the State of Delaware. The presentence report is a legal document that can also be used by Appellate Courts, the Department of Correction and other agencies approved by the Court of Common Pleas. The reports include an in-depth investigation of the defendant's criminal, social, educational and employment background; his/her medical, substance abuse, psychological or psychiatric conditions and the impact they may have had on his/her criminal activity and his/her need for treatment in specific areas that could lessen the defendant's likelihood of reoffending. The work involves interviewing defendants and victims in criminal offenses, interfacing with judges, attorneys, law enforcement officers, court staff and others on a regular basis. Work also includes the review and summarization of confidential records; review of arrest histories, substance abuse, mental health, and medical treatment records; review of other legal documents and recommending appropriate restitution to victims. The work culminates with the preparation of a confidential sentencing recommendation that complies with Delaware and Federal law, offers the best chance of rehabilitation for the defendant, offers general and specific deterrence to other potential defendants, provides justice to victims and protection for society.

### **Essential Functions:**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts investigations, which includes conducting interviews to obtain confidential information, gathering evidence and documenting findings.
- Establishes and maintains case files.
- Reviews legal documents for completeness and accuracy.
- Conducts confidential interviews with defendants, victims, and other parties.
- Verifies claims of alleged or probable violations.
- Examines various records and documents in order to ascertain relevant information.
- Gathers, controls, and evaluates evidence.
- Makes judgments after evaluating all available facts and recommends appropriate action.

- Prepares various investigative reports by summarizing investigative reports, treatment records and other documents.
- Maintains current knowledge of State and Federal codes, rules, regulations, policies, and procedures concerning criminal sentencing.
- Maintains current knowledge of substance abuse, mental health and other treatment programs that are known to reduce recidivism.
- Perform duties without the need for significant supervision.
- Train Investigative Services Officers, new hires, and other personnel as necessary.
- Assists the Chief Investigative Services Officer with supervision of office staff as necessary.
- Assumes supervisory duties in the absence of the Chief Investigative Services Officer.
- Complete other job duties as assigned.

**Job Requirements:**

**Please address each Job Requirement separately on the Minimum Qualifications page of the application.** Resumes may **not** be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following Job Requirements. Failure in any one area will result in a rating of "Not Qualified."

**Job Requirements for Senior Investigative Services Officer:**

1. Possession of a bachelor's degree in the area of Criminal Justice, Social Science, Behavioral Science, or another related field.

- OR -

Possession of an associate degree in the area of Criminal Justice, Social Science, Behavioral Science, or other related field **and** two (2) years of experience in conducting investigations related to criminal activity, insurance fraud, substance abuse or mental health.

2. Two years experience in planning, developing, coordinating, and implementing investigations.
3. Two years experience in determining compliance with laws, rules, regulations, standards, policies, and procedures.
4. Two years experience in narrative report writing.
5. Two years experience in civil, criminal, or administrative proceedings.
6. Two years experience in providing testimony before boards, commissions, administrative bodies, or court officials.

**Preferential Qualifications:** Preference will be given to applicants with:

- Experience with the DELJIS, NCIC, JIC and ASOP computer programs.
- Experience with Windows-based computer applications.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/index.shtml>.

**Submitting Your Application:** Visit the website at <https://courts.delaware.gov/career/>. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “Senior Investigative Services Officer” in the subject line to:  
[apps.commonpleas@delaware.gov](mailto:apps.commonpleas@delaware.gov)
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:  
Court of Common Pleas for the State of Delaware  
Leonard L. Williams Justice Center  
ATTN: Human Resources  
500 N. King Street, Suite 2800  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary – An Equal Opportunity and Affirmative Action Employer**