Henderson County

**PUBLIC ADVOCATE INVESTIGATOR I**

61997BR

54 - Justice and Public Safety Cabinet

Pay Grade 12 (MIN-MID) $29,129.28 - $38,588.64 yearly at 37.5 hour work week OR $31,071.12 - $41,161.20 yearly at 40 hour work week

Characteristics of the Job :

Assists in investigating and planning of cases in which the Department for Public Advocacy or local attorneys acting under a public advocacy program are involved; and performs other duties as required.

Minimum Requirement - Education :

**High school graduate.**

Minimum Requirement - Experience :

**Two years’ experience in law enforcement, general investigation or a related field of investigation.**

Substitute Education for Experience :

**Completion of 54 semester hours at a college or university will substitute for the required experience.**

Substitute Experience for Education :

**NONE.**

Special Requirements :

**Must possess and maintain a valid driver's license prior to appointment in this classification.**

Pre-Employment Requirements:

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license.

Post-Employment Requirements :

Must maintain a valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

Department/Division/Branch/Address :

Department of Public Advocacy
Division of Trial Services
Henderson Trial Office
739 S Main Street
PO Box 695
Henderson, KY 42419

Agency Contact email and/or telephone number :

Tina.McFarland@ky.gov

# of Vacancies :

1

Position Type :

Full-time Merit (18A)

Work Schedule :

1st Shift

Vacancy Type :

Competitive - Open To All Candidates

FLSA Designation

NON-EXEMPT - The position(s) is/are not exempt from FLSA requirements for time and a half overtime compensation. The employee(s) will earn time and a half for time worked in excess of 40 hours per work week.

Work Week :

37.5 hr/wk

Pay Grade :

12

Special Entrance Rate :

No

Probationary Period :

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

Description of Job Duties

Assists staff attorneys in the investigation of cases in which the Department of Public Advocacy has been appointed to represent indigent defendants.

Job Group :

LAW

Typical Working Conditions :

Interviews are often conducted in prisons, low-income housing and unfamiliar or confrontational settings. May work irregular hours due to nature of investigative work. Extensive travel is required.

Additional Requirements :

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

Post Date :

06/04/2018

Post Ending Date :

06/13/2018