

SNOHOMISH COUNTY JOB DESCRIPTION

FAMILY SUPPORT INVESTIGATOR

Spec No. 5025

BASIC FUNCTION

To locate absent parents and meet federal timeline requirements established by the Federal Guidelines regarding location of absent parties. Serves civil process as directed by the Chief Family Support Deputy or Deputy Prosecuting Attorneys. Investigates sources of information regarding assets and property of parties involved in actions in office, collects genetic samples as needed from parties and may be required to transport inmates to hearings.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages the flow of locate efforts on paternity and modification cases so as to perform locate functions with the federally mandated timelines.
2. Manages the flow of locate efforts on contempt and dissolution/responding cases.
3. Locates persons with outstanding civil warrants on active cases in Family Support.
4. Schedules courtesy genetic testing appointments for other counties and genetic testing laboratory, including reviewing for receipt of necessary paperwork and returning completed paperwork to other counties as needed.
5. Schedules genetic testing on inmates at Snohomish County Jail.
6. Performs service of civil process on parties and other offices as needed.
7. Writes reports; maintains warrant and expense records, to include logs of activities, both manually and in computer databases.
8. Prepares returns and affidavits for service and ensures compliance with civil statutes.
9. Locates include, but not limited to, execution of postmasters and employer inquiry documents, SCORE checks, SEMS checks, SCOMIS checks, DISCUS checks, Dept of Revenue checks, and Dept of Licensing checks.
10. Corresponds and/or makes contact with other State/County/Local agencies for locate purposes including, but not limited to, law enforcement agencies, department of corrections, military branches, and courts.
11. Corresponds and/or makes contact with schools, prior employers, unions, and/or family and friends of parties for purposes of locate leads.
12. Uses computer locate programs available at work station, including, but not limited to, reverse directories.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Uses reference books such as telephone books, law enforcement or other government agency directories.
14. Performs support enforcement duties in coordination with contempt unit deputy prosecutors.
15. Investigates obligor parents for assets, work performed, in relation to enforcement of contempt actions filed by the Family Support Division; may include photographing homes, boats, and/or cars, activities to establish or verify alleged disability or unemployment claims, or other evidence to support cases.
16. Checks Snohomish County Jail list on a daily basis.

STATEMENT OF OTHER JOB DUTIES

17. May be required to testify in court as needed.
18. May be required to serve civil subpoenas; execute civil papers as required using knowledge of state laws.

MINIMUM QUALIFICATIONS

An Associate of Science degree in criminal justice; AND, three (3) years of experience in some form of law enforcement or equivalent; OR, any combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required. Must be a minimum of 21 years of age, no maximum age. Must pass a complete background investigation and record check. A limited commission from the Snohomish County Sheriff's office may be required. Must have a validly licensed and insured vehicle.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- civil legal practices and procedure
- laws and regulations related to civil statutes
- basic keyboarding
- advanced computer

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- work calmly under pressure and in limited dangerous situations while performing job duties outside the office
- accurately and timely manage a high volume of work
- use discretion and maintain confidentiality of information
- keyboard accurately using various computer applications and standard office equipment
- interpret and explain laws, rules and regulations
- communicate effectively, both verbally and in writing, with people regardless of age, sex, cultural or ethnic background, including distraught or angry individuals
- maintain accurate and orderly records and files
- perform strenuous physical tasks
- work independently in stressful situations
- follow oral and written instructions
- analyze situations, recognize dangers and use problem solving skills to determine proper course of action
- assertively handle situations encountered
- maintain all ethical and professional standards of the Office
- observe strict confidentiality regarding all information obtained in the course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- interact with distraught or difficult individuals

SUPERVISION

Employee receives supervision from a Lead Deputy Prosecuting Attorney, supervisor, or administrative superior as assigned. The supervisor establishes objectives, priorities, and deadlines. Employees are responsible for the accuracy of the work produced by their subordinates. Work is evaluated through conferences, periodic reviews, and written evaluations.

WORKING CONDITIONS

The work is performed around the county area to serve process and warrants, and to do investigation work. Meeting attendance and office hours are a regular part of the daily schedule. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: (Date Unknown, Not on Record) as Legal Investigator
Revised and Retitled: January 2005
EEO Category: 6 – Administrative Support
Pay grade: 240 – Classified Play Plan
Workers Comp: 5306 Non-Hazardous