



**Civilian Investigator  
Office of Police Accountability**

Job # 2020-00383

<b>SALARY:</b>	\$41.01 - \$61.51 Hourly
<b>LOCATION:</b>	Office of Police Accountability: 720 3 <sup>rd</sup> Avenue, Seattle, WA
<b>JOB:</b>	Strategic Advisor I, Exempt
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Office of Police Accountability
<b>BARGAINING UNIT:</b>	Not represented
<b>FILING DATES:</b>	Continuous

---

**POSITION DESCRIPTION:**

The Office of Police Accountability (OPA) has an opportunity for a Civilian Investigator. This position will be responsible for conducting intakes and completing administrative investigations into allegations of Seattle Police Department (SPD) employee misconduct. This position will report to the civilian OPA Investigations Supervisor.

**JOB RESPONSIBILITIES:**

- Investigate in an objective and unbiased manner.
- Interview complainants, witnesses, and SPD employees.
- Communicate in a fair and impartial manner with complainants, witnesses, and SPD employees.
- Conduct canvasses at the location of the alleged incident to locate witnesses and obtain relevant information and evidence.
- Collect and provide analysis of documents (e.g. police, fire department, medical, and forensic reports), videos, and photographs that pertain to the alleged incident.
- Consult and seek regular input from OPA supervisors regarding case progress and issues.
- Prepare clear and concise reports of investigative activities.
- Update and maintain comprehensive case files according to OPA guidelines.
- Manage large caseloads that adhere to strict deadlines.
- Maintain a clear command of SPD policies, procedures, and training.
- Enhance investigative skills by attending relevant internal and external trainings.
- Respond to the scenes of serious and deadly uses of force and observe SPD administrative investigative processes.
- Ability to work on-call duty for two-week periods.

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree PLUS three (3) years of experience conducting civil and/or criminal investigations that involved: collecting, analyzing, and



evaluating evidence; conducting interviews; and producing detailed reports of investigations OR graduation from an accredited law school PLUS one (1) years of the experience identified herein.

- Availability to work any duty watch required.
- On-call duty for scheduled two-week periods.
- A valid State of Washington driver's license or the ability to obtain one before the employee's start date.

**DESIRED QUALIFICATIONS:**

- Experience in law enforcement as a detective, investigatory supervisor, and/or demonstrated skills in case management.
- Experience conducting misconduct or other complex investigations.
- Ability to analyze records and information, weigh evidence and credibility of witnesses, and develop logical conclusions.
- Ability to maintain objectivity and mitigate the effects of personal bias.
- Strong written and verbal communication skills.
- A demonstrated interest in the field of police accountability.
- A demonstrated ability to produce high-quality written work despite short timelines.
- Ability to exercise tact and diplomacy in dealing with sensitive, complex and, at times, highly-charged issues and situations.
- Knowledge of case law pertaining to use of force and search and seizure issues.
- Two plus years of experience investigating, prosecuting or defending felony criminal cases.
- Prior employment as a sworn law enforcement officer.

**POSITION REQUIREMENTS:**

- May NOT have been formerly employed as a sworn member of the SPD.
- A job offer will be contingent upon the completion of a SPD background check, which includes a criminal history review.

**WHO MAY APPLY:**

This position is open to all candidates who meet the qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity.

**HOW TO APPLY:**

- Fill out an application at [www.governmentjobs.com/careers/seattle](http://www.governmentjobs.com/careers/seattle).
- Attach a resume and cover letter that provide additional information on why your skills and experience make you qualified for *this job*.
- Incomplete applications will not be considered.
- If you have questions, please contact Charles Gilmore at [charles.gilmore@seattle.gov](mailto:charles.gilmore@seattle.gov).