



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ADVOCATE INVESTIGATOR SENIOR

Job Number: 20001884

Job Code: 98180V250816

Job Group: 9800 - LAW

Job Established: 09/01/1991

Job Revised: 08/16/2025

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans and participates in the investigation of complex criminal cases in which the Department for Public Advocacy or local attorneys acting under a public advocacy program are involved. Under the direction of an attorney, collects and analyzes investigation materials in complex criminal cases and creates an investigation plan for a defense team. Conducts advanced background research and makes determinations on professional expert witnesses to locate, interview, and obtain necessary information pertinent to investigations. Documents all investigative tasks and makes recommendation for implementation of investigation results; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years experience in law enforcement, general investigation or a related field of investigation OR One year of experience as a Public Advocate Investigator.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in law enforcement, general investigation or a related field of investigation will substitute for education on a year-for-year basis OR Additional two years as a Public Advocate Investigator will substitute for the educational requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under the direction of an attorney, conducts witness interviews and case research and communicates the results of that investigation back to the attorney. Independently evaluates complex criminal defense cases and directs what type of investigative tasks are needed. Creates action plan to ensure all information beneficial to the client is obtained and presented to the defense team. Locates, conducts in-depth background research to determine professional expert witnesses to interview in order to obtain necessary information pertinent to the client's case. Plans and performs complex investigative services including the interviewing of clients, witnesses, and prospective witnesses, performs background searches, serves subpoenas, prepares exhibits, and testifies in court. Prepares and reviews evidence for reports of all inspections and investigations. Assists in coordinating the work of other investigative personnel within the public advocacy system. Teaches the proper investigative techniques and scientific methods employed in criminal investigations to subordinates.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these 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 employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification 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.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.