



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ADVOCATE SPECIAL INVESTIGATOR

Job Number: 21000903

Job Code: 98190V250816

Job Group: 9800 - LAW

Job Established: 10/16/2015

Job Revised: 08/16/2025

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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 primarily capital criminal cases in which the Department for Public Advocacy or local attorneys acting under a public advocacy program are involved. OR Oversees agency investigations to include personnel matters, safety and security concerns, and Occupational Safety and Health Administration (OSHA) protocols; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Six years of experience in law enforcement, general investigation or a related field of investigation OR three years 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.*

Plans and participates in investigations of primarily death penalty cases. Under the direction of an attorney, collects and analyzes investigation materials in capital 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. Works with different court systems and law enforcement agencies during the investigation process. 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 judicial, administrative or Personnel Board hearings as required. Prepares and reviews evidence for reports of all inspections and investigations. Primarily handles the most complex investigations including cases where the death penalty is possible in which the Department of Public Advocacy or local attorneys acting under a public advocacy program are involved. Investigates and coordinates medical and mental health investigations of guilt and innocence phase of death penalty cases. Coordinates the work of and advises less experienced Public Advocate Investigators or may coordinate death penalty investigations on a statewide or regional basis. Researches and recommends appropriate case direction in the areas of death penalty investigations and expert investigations and expert witnesses. Teaches proper investigative techniques, scientific methods, and ethical standards employed in criminal investigations and death penalty investigations to subordinates. Formulates and recommends operational policies, procedures investigative protocols, and training materials in the area of investigation and death penalty representation. Performs functional supervision over agency implementation of safety program strategies, policies, and procedures. Uses various means to accumulate statistics that would indicate incident trends and causes. Instructs, trains, and lectures groups on safety requirements. Conducts the most complex, in-depth and sensitive investigations as assigned by an agency head or designee. Interviews employees, managers, executives, contractors, vendors, citizens, and public officials to determine facts to conclude whether or not departmental policies and procedures have been followed or if Kentucky Revised Statutes have been violated. Investigates serious accidents involving agency equipment and/or personnel to determine if policy, procedure, or criminal violations were involved and reports to agency head. Under the direction of general counsel, creates an investigation plan and performs complex, confidential, and comprehensive factual investigations to assist in understanding the circumstances of personnel matters. Makes formal reports regarding investigation results and makes recommendation regarding personnel outcome. Leads the agency safety program by analyzing potentially hazardous or dangerous circumstances and makes recommendations to ensure staff health and safety.

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.