



Pasco Sheriff's Office  
**POSITION DESCRIPTION**

**Position Number:** 293

**Retirement Class Code:** HA (Regular Risk)

**Class Title:** Protective Investigator

**Type of Position:** Civilian

**Pay Grade:** H60

**1. Workweek:** Full-Time (40 hour weekly)

**2. FLSA:** Non-Exempt from overtime

**3. EEO Category:** 06 Administrative Support

**4. Department:** Child Protective Investigations Division

**5. Section/Org Code:** 8810

**6. Location:** County Wide

**7. Job Summary:** Under the direction of the Child Protective Investigations Supervisor, this position investigates allegations of abuse, abandonment and neglect. Also performs other work as requested.

**8. Working conditions:** Works in a standard law enforcement /office environment. Working under emotional/physical stress due to explicit language in reports as well as observations in the field.

**9. Position reports to:** CPI Training Supervisor or designee

**10. Position directly supervises:** None

**11. Education and Experience:** Bachelor's degree or higher from an A.C.E. accredited college or university is **required**. Ability to type at a minimum rate of 40 correct words per minute **is** preferred. Florida Child Welfare Certification **is required**. Must maintain a valid Florida driver license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

**12. Illustrative duties and responsibilities:**

**90% DUTY AREAS –Illustrative Tasks:** Reports to the Child Protective Investigations Supervisor or designee. Maintains Florida Child Welfare Certification through ongoing continuing education. Engages children and adults in protective investigations while gathering evidence to support or refute allegations. Completes factual and clear documentation in the Florida Safe Families Network. Promptly communicates to their Supervisor conditions or situations that appear important and may cause a child to be unsafe. Takes appropriate steps to ensure child safety, well- being and permanency, to include completing present and impending danger safety plan plans, present danger assessments and removals from unsafe environments. Prepares required legal documents for both administrative and judicial proceedings. Testifies in court proceedings in a professional and knowledgeable manner. Completes thorough and concise Family Functioning Assessments while accurately identifying potential diminished protective capacities of caregivers. Completes all investigative tasks within the determined timeframes. Refers services for children and families as appropriate.

**10% DUTY AREAS – Illustrative Tasks:** Ensures Leaderboard statistics are met. Establishes and maintains a close working relationship with the other CPID members. Facilitates and participates in all staffings and meetings as required. Performs on call duties as necessary.



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**13. Associated knowledge, skills and abilities:**

**Knowledge of:**

- Knowledge of theories, practice, counseling, social work, investigations, family assessments and professional ethics relating to child protective investigations
- Principles of human behavior, learning and techniques of effective communication and listening
- Agency policy and procedures
- Florida State Statutes/Codes and have the ability to apply this knowledge in the reporting process
- Computer Software related to law enforcement functions
- NCIC, FCIC, CJIS, FSFN, Freedom, OpCenter

**Skilled in:**

- Handling confidential and sensitive information and issues.
- Organizing, tracking, and maintaining information, data, materials, etc
- Tact and diplomacy
- Interacting positively and effectively with staff of all levels
- Task organization and time management
- Organizing community resources to assist families
- Interacting appropriately with families, community resources, service providers and other child protection professionals
- Typing with the ability to type 40 words per minute without errors
- Operating personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and other data as needed
- Plan, organize and bring assignments to completion
- Working under emotional/physical stress due to explicit language in reports as well as observations in the field
- Working under time pressured situations

**Ability to:**

- Utilize problem-solving techniques
- Clearly speak, understand, read, and write English.
- Conduct group staffings and meetings as required
- Make sound decisions
- Operation of computer related hardware and various software systems in both entry and retrieval of criminal background information
- Evaluate and analyze data
- Possess manual dexterity sufficient to perform required job skills
- Possess short/long term memory
- Apply proper grammatical skills to documents being transcribed
- Work a flexible schedule to include evenings, holidays, weekends and on-call



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**MINIMUM PHYSICAL AND OTHER REQUIREMENTS:**

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 8 hours per day
- Walk up to 8 hours per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

**Other Requirements:**

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work

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**14. Equipment or machines routinely used in this position:** Agency cell phone, agency vehicle, agency computer, software programs, calculator and multi-functional office machines.

**15. Amount and type of supervision position receive:** Employee works under moderate guidance and supervision from the CPI Supervisor or designee.

**16. Review procedures:** Work is reviewed upon completion and/or periodically by the CPI Supervisor or designee. Member will receive a formal, written performance appraisal in accordance with General Order 35.1.

**17. Essential Tier Response: Tier 2 – Mission Essential:** This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership.

**18. Remote Work.** Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

**19.** This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE