



CHRISTIAN COUNTY PROSECUTING ATTORNEY'S OFFICE

AMY J. FITE, PROSECUTING ATTORNEY
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POSITION AVAILABLE January 2, 2013 – INVESTIGATOR/SYSTEM ADMINISTRATOR

The Christian County Prosecuting Attorney's Office and the Christian County Sheriff's Office has opening for a full-time Investigator/System Administrator. This position can begin as early as January 2, 2013. This position will be housed in the Christian County Prosecuting Attorney's Office and jointly funded through the Christian County Prosecuting Attorney's Office and the Sheriff's Office. The position will act as a liaison between the two offices. Responsibilities will include serving subpoenas, transporting victim and witnesses, transporting and accompanying Assistant Prosecuting Attorney's if meeting with victim and witnesses outside the PA office or visiting a crime scene, running criminal histories, ordering certified priors, requesting evidence from the various Christian County law enforcement offices. The IT component will include managing and maintaining a server and network environment (Microsoft Exchange and SQL Server), setting up and maintaining computer workstations, creating merge documents and reports for the PA case management system, and creating reports from the Sheriff's CODY system regarding crime patterns, crime analysis, and any related criminal trending data collation and other information as requested. The preferred candidate will have a minimum of three years law enforcement experience or previous experience as an investigator in a Prosecuting Attorney's office, a working knowledge of CODY, a working knowledge of PROSECUTORbyKarpel or a similar case management system, Microsoft system administrator and networking experience, and experience creating merge documents and reports. The position will require the candidate to obtain regular POST training, be firearm qualified and able to lawfully carry a firearm. The position will require a person who can work independently, work well in a fast paced environment, be time efficient, able to manage numerous projects at one time, be a self-starter as well as team player. The compensation will include salary and benefits. Salary will be commensurate with experience and qualifications.

The Christian County Prosecuting Attorney's Office is a file-less office. The office includes four assistant prosecuting attorneys, two victim advocate and five legal assistants.

If interested please send a cover letter and resume to:

Amy Fite
Christian County Prosecuting Attorney
110 W. Elm, Room 109
Ozark, MO 65721
afite@christiancountymo.gov

Resumes will be accepted through close of business December 7, 2012 or until position is filled.

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