



The Monroe County Human Resources Office is now  
accepting applications for the following position:

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**17 DETECTIVE/DA – DISTRICT ATTORNEY’S OFFICE**  
\$27.66/hour | Full-Time (40 hours/week)

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*Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.*

**Notice:** Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

**POSTED:** 04/20/2026

**REMOVE:** OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

### CLASSIFICATION TITLE:DETECTIVE/DISTRICT ATTORNEY'S OFFICE

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform criminal investigation duties as a member of the District Attorney's Office and to assist the District Attorney and legal staff in preparing for court cases.

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts criminal investigations of crimes against persons and property; conducts civil investigations and private criminal complaints.

Receives and reviews requests for investigations and private criminal complaints to initiate investigation work.

Reviews criminal histories, property seizure records, lab reports, evidence records, incident and arrest records, witness lists, bank statements, detectives' orders, expungement orders, and other documents.

Reviews and analyzes investigation data; compiles findings; composes investigation reports.

Completes, files, and/or processes various records and reports including check point documents, chain of evidence records, lab requests, arrest sheets, and other documents.

Locates and interviews witnesses, victims, defendants, and possible suspects.

Supervises and coordinates D.U.I. check points.

Serves subpoenas and court orders; makes arrests.

Maintains files and records for scheduled court cases.

Catalogs, stores, and retrieves evidence in the office; maintains related records.

Maintains files and records for private detectives' licenses and others.

Plans, coordinates, and executes wiretapping investigations.

Maintains financial records for drug forfeitures; balances bank account records; utilizes funds according to the law.

Testifies in court and before grand juries as needed.

Operates various law enforcement and investigation equipment including handguns, shot gun, police radio, police vehicles, fingerprinting equipment, handcuffs, camera, VCR, wiretapping equipment, and others.

Attends mandated training for law enforcement certification and training for job related courses.

Confers with departmental staff, judges, county law enforcement personnel, court clerks, and others.

Refers to criminal and civil codes and statutes, case law, policies and procedures, law enforcement manuals, and other reference materials in performing assigned job duties.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in criminal justice; supplemented by three (3) years previous experience and/or training as a certified peace officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must be licensed by the state of Pennsylvania as a certified peace officer.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria including exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.