

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CHILD INTERVIEW SPECIALIST**

Spec No. 5008

### **BASIC FUNCTION**

The primary duties of this class are in support of the County's Sheriff's Office Special Investigations Unit functions. Responsibilities include conducting forensic interviews with child victims of sexual assault and felony physical abuse and interviewing child or adult witnesses and victims of such crimes as requested.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class:

1. Interview child and adult victims of sexual assault and physical abuse as requested.
2. Document interviews; maintain detailed records of all interviews and statistics.
3. Assist detectives on assigned cases working with victim's family.
4. Assist investigators in interviewing victims and witnesses of other crimes as requested; conduct courtesy interviews for police agencies in other states and for all law enforcement agencies in Snohomish County; work with interpreters to gather information from disabled children; interview children and adults who are developmentally delayed and/or physically disabled as requested.
5. Testify in court as requested; provide report and/or transcript of interviews; provide assistance to the Prosecuting Attorney's Office as requested.
6. Provide training to public and to detectives on child sex abuse issues.
7. Network with community agencies to maintain compatible working relationships.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Interviewing techniques for children.
- Child development.
- Judicial and criminal justice systems.
- Law enforcement processes and procedures; criminal investigative techniques.
- Laws and court cases related to child hearsay.
- Computer applications and software.

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- Communicate effectively with child victims, witnesses, and people regardless of age, sex, social, economic, cultural or ethnic backgrounds.
- Speak and write clearly to prepare accurate witness statements, transcripts and follow-up reports documenting information gathered during interviews.
- Understand and follow written and verbal instructions.
- Maintain confidential working information.
- Establish and maintain effective working relationships with co-workers, other County employees, staff of other agencies, and the public.
- Travel to various locations to conduct interviews and training.
- Accurate keyboarding skills.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in behavioral science, child psychology, police services, or related field; AND, four (4) years experience interviewing child victims of physical or sexual abuse in association with a law enforcement agency; OR a Master's Degree in behavioral science, child psychology, police services, or related field; AND, three (3) years experience interviewing child victims of physical or sexual abuse in association with a law enforcement agency; OR any equivalent combination of training and/or experience which provides the required knowledge and abilities. Professional training related to interviewing child victims of sexual assault or physical abuse and demonstrated experience in court testifying on child sexual assault or physical abuse cases are preferred. Must pass job related tests.

### LICENSING/SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must be United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination, and pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination and a psychological evaluation.

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### WORKING CONDITIONS (Continued)

Positions in this class typically require constant dealing with distraught or difficult individuals; daily operation of a motor vehicle on public roads to travel to other locations, such as schools, residences, hospitals or other facilities to conduct interviews. Employees may be required to work evenings, holidays, weekends or overtime as requested and may be subject to call back.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1993  
Revised: July 1999, May 2007  
EEO Category: 2 - Professionals  
Pay Grade: 240 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous