

CLASS SPECIFICATION



CLASS: District Attorney Investigator
ALLOCATION: District Attorney's Office
FLSA STATUS: Non-exempt
UNION AFFILIATION: DDAA

ESTABLISHED: Circa 1992
REVISED: October 2016

JOB SUMMARY:

Performs a variety of field service and legal investigative work involving the prosecution and disposition of criminal and civil matters in the District Attorney's Office; assist's attorney's with a variety of case preparation activities which include the investigation of particularly sensitive or complex criminal offenses; locates and interviews victims and witnesses involved in court cases; secures documentary or physical evidence by a variety of means to include the preparation and execution of search warrants; assists in the organization of evidence and testimony for presentation in court; serves subpoenas; liaisons with other law enforcement and criminal justice agencies in Yuba County and surrounding counties and performs other related work assigned.

The District Attorney Investigator is the experienced legal investigative class in the Protective Service Category assigned to the District Attorney's Office.

CLASS CHARACTERISTICS:

This position reports directly to the Chief District Attorney Investigator. This class is distinguished from other investigative classifications as the scope of responsibilities includes cases that may fall under the jurisdiction of the District Attorney. The investigative work performed by this classification is typically conducted as a follow-up to the preliminary work conducted by law enforcement or social service agencies

EXAMPLES OF DUTIES:

Essential:

- Plans, coordinates, and manages investigative work and related work activities as assigned; compiles reports detailing investigations performed, including narratives of witness statements, evidence obtained, and recommendations pertaining to case disposition.
- Requests, receives and reviews information regarding law enforcement investigations, including laboratory data, investigative reports, photographs and other materials pertinent to cases being investigated; assists attorneys in the District Attorney's Office with evaluation of cases for prosecution based on investigative findings and the review of investigative materials and physical evidence.
- Locates and obtains statements from victims, witnesses, family members and other necessary persons by using various tracing methods such as contacting law enforcement agencies, various governmental agencies, friends and family members and similar means; researches the background of witnesses, suspects, and defendants as it relates to case activity.
- Locates and serves subpoenas, summonses, arrest warrants, search warrants, motions, compelling orders, and orders to show cause and other legal documentation to individuals, partnerships and corporations; provides assistance to other law enforcement agencies or jurisdictions by locating individuals and serving legal documents, or in joint investigations or mutual aid situations.
- Prepares and provides information pursuant to criminal discovery statutes, and assists in preparing exhibits and evidence for courtroom presentation; testifies in court as required, providing expert testimony when applicable.
- Conducts field investigations of crime scenes; gathers evidence from crime scenes or possible perpetrators, victims and witnesses; works with local law enforcement agencies to obtain evidence; analyzes and preserves facts and evidence; records and maintains chain of evidence and transports to evidence storage location; may take photographs to document action.
- Reviews current legal decisions relevant to criminal procedure, criminal forensics, investigative techniques, and the admissibility of physical and testimonial evidence.
- Manages and coordinates the investigation of child abduction and concealment; arrests persons violating child custody statutes or court orders or interfering with enforcement of writs; facilitates the return of children to custodial parents; takes Penal Code section 278.7 reports.
- Transports individuals involved with cases and witnesses to and from court and various detention facilities or safe holding locations.
- Maintains contacts and working relationships, and represents the District Attorney's Office, with various

city, county, state and federal government office and private enterprises.

- Provides for the physical security of all District Attorney Staff and facilities, victims and cooperative witnesses testifying in court.
- Maintains accurate records of cases and service in compliance with established federal, state and local regulations; prepares administrative reports as required.

Important:

- Delivers and retrieves a variety of documents related to the area of assignment.
- Coordinates Investigative Services communication needs with the Sheriff's Office Communications Division and the Information Technology division of the County Administrative Services Department.
- Operates standard office equipment, utilizes a variety of computerized databases, operates tape/digital electronic recording and duplicating equipment, and operates digital photography and imaging equipment, in the course of the work.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- All County employees may be required to temporarily perform service in excess of 40 hours in any seven consecutive calendar days in cases of a declared federal, state or local emergency.

EMPLOYMENT STANDARDS:

Knowledge of:

- Law enforcement terminology and methods, including rules of evidence and of civil and criminal service procedure.
- Policies and procedures related to criminal investigative work and the location of persons.
- Principles and techniques of effective interviewing and interrogation.
- Procedures for the collection, identification and storage of evidence.
- Search warrant and subpoena preparation and execution.
- Provisions of the Penal Code of the State of California.
- Applicable federal and California court decisions, laws, codes and regulations.
- Case management and analytical techniques.
- Safety principles, practices and equipment related to the work, including those related to the use of firearms.
- Computer, electronic recording, and photographic applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.
- Record keeping principles and practices.

Skill in:

- Applying and explaining federal, state and local laws related to the investigation of criminal offenses, and the service and enforcement of civil process.
- Conducting criminal investigations independently and effectively.
- Effectively analyzing situations, remaining calm and adjusting actions in relation to others' actions in tense or hazardous situations.
- Persuading others to change their minds or behavior.
- Being aware of others' reactions and understanding why they react as they do.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Making rapid, sound independent judgments within legal and procedural guidelines.
- Preparing clear and concise written reports correspondence and other written materials.
- Verbally presenting investigative findings or testimony in a clear, logical, and concise manner.
- Using initiative and independent judgment within established procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Maintaining accurate records and files.

Ability to:

- Develop specific goals and plans to prioritize and organize own work and meet critical deadlines.
- Understand and follow oral and written direction to perform required tasks.
- Gather, assemble, analyze and evaluate pieces of information, facts and evidence to draw logical and valid conclusions (including finding a relationship among seemingly unrelated events).
- Communicate information and ideas effectively and so others will understand.

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Tell when something is wrong or likely to go wrong.
- Assess the credibility of witnesses.
- Maintain department issued firearm and safety equipment in workable condition.
- Operate photographic, recording and graphic equipment.
- Drive a County motor vehicle to visit sites under investigation and transport witnesses and others.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and work in a typical public safety environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit stand or walk for prolonged periods of time.
- Strength and stamina to stand or walk for extended periods of time.
- Strength to restrain, arrest and/or eject individuals or use physical force as needed.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- A typical public safety environment.
- Works in all types of communities throughout Yuba County and neighboring counties.
- Occasional evening or weekend work is required; may be required to respond to investigative requests, search warrant activities or crimes scenes outside of regular business hours.
- Carry a firearm and other applicable law enforcement safety equipment and applicable proficiency certifications.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess a valid California Class C driver's license.
- Possess a California POST Basic Certificate is required. A California POST Intermediate Certificate is preferred.

Special Requirements:

Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

Education and Experience:

MINIMUM: Education equivalent to the completion of 60 semester or 90 quarter units from an accredited college or university in administration of justice, police science, criminology, or a closely related field and four years of current experience as a peace officer. Must possess a valid California POST Basic Certificate.

Candidates with strong or preferred experience who lack the educational equivalent are encouraged to apply.

PREFERRED: In addition to the above minimum, Bachelor's Degree with major course work in administration of justice, police science, criminology or a related field and two years of experience in the investigation of felony child sexual and/or physical abuse crimes, felony adult sex crimes, high-technology crimes or as a District Attorney Investigator or as a Detective in a law enforcement agency. Possession of a California POST Intermediate Certificate is preferred.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

EEOC: D
WC: 9410.DA

HR Approval: Analyst
Date:

Signature: _____

Signature: _____