

CLASS SPECIFICATION



CLASS: Investigative Assistant
ALLOCATION: District Attorney
FLSA STATUS: Non-Exempt
UNION AFFILIATION: DSA

ESTABLISHED: July 2021
REVISED:

JOB SUMMARY:

Under general supervision performs non-hazardous investigative, technical, and administrative work associated with criminal cases and civil matters.

CLASS CHARACTERISTICS:

The District Attorney is the representative not of an ordinary party to a controversy, but of a sovereignty whose obligation to govern impartially is as compelling as its obligation to govern at all; and whose interest, therefore, in a criminal prosecution is not that it shall win a case, but that justice shall be done. As such, he is in a peculiar and very definite sense the servant of the law, the twofold aim of which is that guilty shall not escape or innocence suffer. Investigative Assistants help conduct follow-up investigation that is often critical to proving a suspect's guilt, or determining their innocence. As such, incumbents in this class must maintain the highest levels of integrity, professionalism, and commitment to justice.

Investigations by the District Attorney's Office focus primarily on preparing cases for prosecution after the case has been initially investigated by other law enforcement agencies. Even after the case has been accepted for prosecution, there is often additional evidence to gather and analyze, such as computers, cellular phones, video surveillance, and business records. There are also witnesses to locate and interview to obtain new information or clarify information provided during the initial investigation. This follow-up investigation is often critical to proving a suspect's guilt, or determining their innocence.

Investigative Assistants support the District Attorney's mission by gathering and analyzing evidence, interviewing and locating witnesses, and preparing evidence and exhibits for presentation at trial. They do this work inside the office and out in the field. This class is distinguished from the District Attorney Investigator class in that Investigative Assistants are not sworn peace officers, and do not perform hazardous work that requires arrest powers and/or authorization to carry a firearm. Investigative Assistants report to the Chief District Attorney Investigator.

EXAMPLES OF DUTIES:

Essential:

- Performs and assists in routine investigations of alleged violations of law.
- Identifies and locates witnesses, victims, and suspects by using information obtained through law enforcement databases, directories, utility records, internet sources, public or private agencies, families, neighbors, or other individuals.
- Interviews victims, witnesses, and/or others to obtain and/or clarify information related to assigned cases; documents and summarizes information gathered through such interviews.
- Measures, collects, photographs, diagrams, and preserves potential evidence both in the field and at the office.
- Uses forensic tools and investigative methods to find, extract, and analyze data from computers, cellular phones, and internet cloud-based applications.
- Listens to recorded conversations and transcribes relevant portions.
- Records, analyzes, and evaluates statements for credibility and potential testimony.
- Transports evidence and/or witnesses as necessary.
- Maintains records of investigative activities and prepares reports and correspondence.
- Testifies in court regarding case records and investigative activities.

- Prepares charts, diagrams, photos, videos, or other media for court presentation.
- Assists with discovery of evidence to the defense.
- Provides information and assistance to the public.
- Assists with special projects and assignments, including community crime prevention activities, and public relations.
- Performs stationary surveillance; may assist a sworn peace officer (as a passenger/observer) with moving surveillance.
- Serves subpoenas to witnesses and victims in the office and out in the field.

Important:

- Use standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals, and visit case sites.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

QUALIFICATIONS:

Knowledge of:

- Authority, limitations, and functions governing the District Attorney's Office.
- California criminal, civil, and juvenile law and procedures.
- Rules of evidence.
- Principles and techniques of effective interviewing.
- Procedures for the collection, identification, and storage of evidence.
- Subpoena preparation and service.
- Forensic tools and methods for extracting and analyzing data from computer systems, cellular phones, and other devices or internet-based services.
- Procedures and practices for complying with discovery obligations.
- Techniques for dealing with a variety of individuals of various ethnic and socio-economic groups, in person and over the telephone, often where situations may be strained or difficult.
- Record keeping principles and practices.
- Safe work methods and safety regulations pertaining to the work.
- Computer applications, including office productivity, media editing, and computer forensics.

Skill in:

- Conducting criminal investigations independently and effectively.
- Obtaining accurate and detailed information from witnesses.
- Responding quickly and effectively in difficult situations.
- Collecting and preserving evidence.
- Speaking clearly, concisely, and logically.
- Preparing clear and concise reports, documenting investigations and evidence.
- Using initiative and independent judgment within general policy guidelines.
- Organizing own work, managing multiple projects, and meeting critical deadlines.
- Maintaining accurate records and files.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often where relations may be strained or difficult.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Work cooperatively with a variety of individuals and maintain the confidence and respect of others.
- Work effectively under pressure.
- Adhere to ethical standards.
- Be exposed, on a regular basis, to graphic content depicting and describing extreme violence.
- Understand and accept differences in human behavior, and cultural and ethnic backgrounds.
- Apply institutional rules, policies, and regulations to maintain safety.
- Accept criticism and perform calmly, purposefully, and appropriately in emergency and stressful situations

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 III) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods; 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 a standard office environment; manual dexterity and sufficient use of hands, arms, and shoulders to repetitively operate a keyboard and to write; ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment; strength to lift boxes and files weighing up to 25 pounds.
- Drive a car to attend meetings, trainings, and various work sites.

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

Working Conditions:

- Work performed generally in a typical office and courtroom environment, however, work will also be frequently required at various locations throughout the county and state, including crime scenes, domestic violence shelters, the homes of victims or witnesses, crime labs, morgues, hospitals, jails, and prisons.
- Occasional evening or weekend work is required; may be required to respond to investigative requests and/or crime scenes outside of regular business hours.
- Occasional travel required in and out of state for job performance and training.
- Attend meetings and communicate with law enforcement outside of normal working hours.
- On a regular basis will be exposed to and work with content depicting and describing extremely graphic violence, sex, sexual assault, and other prurient conduct.

Licensing and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which includes Live Scan fingerprinting, and medical examination required prior to hire.

- Occasionally work outside of normal working hours.
- Occasionally travel overnight for work or training.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience

The minimum and preferred requirements for education and experience 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.

MINIMUM: Graduation from high school, and 30 semester or 45 quarter units from an accredited college or university with significant coursework in administration of justice, police science, criminology, computer science, forensics, social services, or related field, and one year of public contact experience that required frequent interaction with the public, customers, or clients.;

OR

Graduation from high school, three years of work experience in law enforcement, criminology, computer science, forensics, social services, or related field that required frequent interaction with the public, customers, or clients.

PREFERRED: In addition to the above minimum, a Bachelor’s Degree with major course work in administration of justice, police science, criminology, computer science, forensics, or a related field, and additional years of relevant professional experience in law enforcement, legal office, court setting, social works, forensics, or another related field.

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:

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: F
 WC: 9410

 Established: July 2021