

SENIOR DISTRICT ATTORNEY INVESTIGATOR

DEFINITION

Under general supervision, to initiate and conduct criminal investigations, to collect and preserve evidence; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to supervise assigned personnel including District Attorney Investigator; to provide coordination with the staff of the Sheriff's Department and other investigations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced District Attorney Investigator classification wherein the incumbent is expected to conduct the full range of criminal and civil investigations with minimal direction and supervision. In addition, the incumbent is responsible for supervising and coordinating the work of assigned support staff for investigations and other assigned program areas. He/she is subject to call-out 24 hours per day.

REPORTS TO

District Attorney.

CLASSIFICATION SUPERVISED

Family Violence Officer, Investigative Assistant. District Attorney Investigator.

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 2

EXAMPLES OF DUTIES

- Plans, organizes, and coordinates the work of staff assigned to the unit and other District Attorney Investigators and District Attorney personnel in the preparation of cases for trial.
- ; mMay serve as investigator for the Grand Jury; provides training and evaluations for District Attorney personnel.
- ; eEnsures that investigative assignments are conducted in accordance with needs of the District Attorney's Office.
- ; eEnsures proper use of Department equipment.
- ; pPlans coordinates and conducts assigned criminal investigations.
- ; iInterviews witnesses and suspects, evaluating the importance of information received.
- ; gGathers evidence and takes statements in connection with suspected criminal activities.
- ; pPrepares reports resulting from investigations.
- ; sSubstantiates findings of fact in court.
- ; pPrepare and serves search/arrest warrants/affidavits and makes arrests.
- ; iInvestigates accidents.
- ; aAssists and cooperates with other law enforcement agencies' investigations and arrests.
- ; mMay train other Department staff in investigative methods and techniques.
- ; cConducts surveillance.
- ; mMay have responsibility for witness protection and court security.
- ; oOperates a variety of investigative equipment.
- ; iInvestigates deaths, sexual assaults, child molestations, and elder abuse cases.
- ; tTakes pictures and makes sketches at crimes scenes.
- ; sSearches files for information.
- ; maMay function as an undercover officer to conduct in-depth investigations for the detection and prevention of crime and the arrest of offenders.
- ; kKeeps firearms and other equipment in good working condition.
- ; mMay be assigned to conduct follow-up in-depth investigations.
- ; mMay request issuing of search warrants and criminal complaints.
- ; dDevelops and prepares detailed reports of unusual investigations.
- ; sSupervises and evaluates assigned personnel.
- ; mMay make public speaking presentations at schools, fairs, official meetings, and service clubs, may serve as Department spokesperson.

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copiers, and fax.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; possible exposure to life threatening situations; continuous contact with staff and the public.

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 3

KNOWLEDGE OF

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 4

ABILITY TO

- Plan, organized, coordinate, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understands and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment prisoners and juveniles.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear and comprehensive reports
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the District Attorney's Office in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 5

SENIOR DISTRICT ATTORNEY INVESTIGATOR – 4

TRAINING AND EXPERIENCE

Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff 's Investigator in Plumas County or equivalent.

AA Degree in Administration of Justice. Completion of advance education training in criminology, criminal justice, and law enforcement is desirable.

SPECIAL REQUIREMENTS

Possession and ability to maintain a Basic California Peace Officer Standards and Training Commission (P.O.S.T.) Certificate, and graduation from a certified police academy.

Subjection to background checks and absence of convictions for any felony or any crime involving moral turpitude.

Willingness to work irregular hours as individual investigations demand.

Possession of First Aid and CPR certificates or ability to earn it within twelve (12) months of employment.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California license must be maintained throughout employment.

