

DISTRICT ATTORNEY INVESTIGATIVE ASSISTANT

DEFINITION

Under supervision provides investigative support to the District Attorneys Department, assists the District Attorney investigator, assists in the service of court documents, locating and interviewing witnesses; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents provide investigative support to attorneys or investigators by assisting in the service of court documents, locating and interviewing witnesses, locating missing parents and abducted children, and retrieving certified documents and reports. The Investigative Assistant differs from the District Attorney Investigator in that the latter has full responsibility for independently planning and performing investigations. The Investigative Assistant assists with the routine aspects of non-criminal investigations. The Investigative Assistant is a non-safety classification.

REPORTS TO

Supervising Investigator or District Attorney

CLASSIFICATIONS DIRECTLY SUPERVISED

None

INVESTIGATIVE ASSISTANT – 2

EXAMPLES OF DUTIES

- May assist District Attorney Criminal Investigator in research of case evidence.
- Recording crime scenes and in providing investigative support to attorneys in trial.
- Performs field work locating witnesses, abducted children, and/or missing parents.
- Services court documents.
- Interviews witnesses.
- Assists attorneys in case development.
- Provides information to persons seeking assistance for abducted children.
- Prepares file records and reports.
- Retrieves certified documents and reports.
- And performs case report tracking.
- Safely operate vehicle to serve court documents and perform routine field work assignments.
- Operate computer keyboard.
- Interview witnesses to obtain needed information.
- Write concise and accurate reports.
- Prioritize casework assignments.
- Work independently in locating missing persons and in obtaining information.

KNOWLEDGE OF:

- Criminal Judicial system;
- Laws governing domestic violence and custody of minors

ABILITY TO:

- Operate computer terminal;
- Operate vehicle

INVESTIGATIVE ASSISTANT – 3

MINIMUM QUALIFICATIONS:

One (1) year of experience performing criminal or civil investigations.

OR

Completion of 50 college units with a major in administration of justice, social work, law enforcement or a closely related field.

OR

Successful completion of California P.O.S.T. training (Level 1 Reserves) and thirty (30) college units with a major in administration of justice or law enforcement

SPECIAL REQUIREMENTS:

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.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.