

DISTRICT ATTORNEY INVESTIGATOR

DEFINITION

Under general direction, to plan, organize, conduct, and coordinate investigations referred to the District Attorney's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced District Attorney Investigator classification. Incumbents conduct the full range of criminal and civil investigations with minimal direction and supervision. Also, incumbents are "on-call" at any time for crime scene investigations.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DISTRICT ATTORNEY INVESTIGATOR - 2

EXAMPLES OF DUTIES

- Plans, directs, coordinates, and conducts criminal, family support, child abduction, and other investigations.
- Gathers, assembles, preserves, and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search or arrest.
- Uses and maintains surveillance devices, photographic equipment, and recording equipment.
- Works closely with the Plumas County Sheriff Department on criminal investigations.
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis.
- Provides trial attorneys with paralegal assistance in evidence review and evaluation, as well as preparation of cases for trial.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions.
- Assists with Grand Jury investigations and presentations.
- Researches hidden assets and actual ownership of suspect business enterprises.
- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special investigative equipment; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; continuous contact with staff and the public.

DISTRICT ATTORNEY INVESTIGATOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.

Ability to:

- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Analyze financial and statistical data.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.