

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: INVESTIGATIVE TECHNICIAN
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: CHIEF D.A. INVESTIGATOR
CIVIL SERVICE: YES

CODE: 7000
FLSA STATUS: N
DATE: 07/06
BARGAINING UNIT: DSA

JOB SUMMARY:

Under direction performs highly technical, non-sworn investigative support for attorneys and investigators, collects and preserves evidence; serves subpoenas, summons, warrants and other legal documents; prepares trial exhibits by recreating crimes scenes, designing and producing charts, maps, photographs, videos, etc. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Investigative Technician class is distinguished from the District Attorney Investigator in that the latter is a sworn law enforcement classification that performs criminal investigations of alleged violations of criminal and civil laws. The Investigative Technician differs from the Legal Secretary series by the performance of investigative field duties performed by the Investigative Technician. As well, the Investigative Technician performs minimal legal secretarial duties as performed by the Legal Secretary series. The Investigative Technician is similar to the Sheriff's Evidence Technician in that both classifications ensure the integrity and security of evidence, and involve the performance of technical duties related to the identification, collection, transportation and preservation of evidence. However, they differ in that the work of the Evidence Technician involves the security, storage, preservation, management, maintenance and disposal of evidence under the Sheriff's jurisdiction, as well as other duties related to the Sheriff's activities and jurisdiction. The Investigative Technician performs technical duties in support of District Attorney investigators and attorneys during the investigation, preparation and presentation of Court cases; legal secretarial duties in support of Homicide cases; and grant administration duties. The Sheriff's Evidence Technician does not perform these types of duties.

SUPERVISION EXERCISED

Exercises no supervision. This class may provide training to other staff.

EXAMPLES OF ESSENTIAL DUTIES: *Duties may include but are not limited to the following:*

Recreate crime scene drawings and maps for use by Investigators and Attorneys in case preparation and for Court presentations, using hand written measurements and diagrams collected at crime scene and specialized software.

- Photograph crime scenes and evidence (may include autopsies), measure and map crime scene diagrams on location, tag and identify evidence, collect and transport evidence and log in to evidence records, secure evidence in vault.
- Use specialized equipment for the purpose of digitalizing and enhancing photos, audio and videotapes for use by Investigators and Attorneys in case preparation of, and during Court presentations.
- Prepare state-of the-art photographs, charts, maps, crime scene diagrams, audio/visual presentations, etc. for Court presentations using specialized equipment and software.
- Review case files, computerized databases, and other documents to extract case file information useful to investigations and attorneys.
- Perform field service of civil and criminal legal process such as subpoenas, summons, and complaints; makes positive identification of persons served, documents time and location of services; assists in obtaining and serving search warrants.
- Collect, organize and analyze official and unofficial documents related to the assigned case such as law enforcement records and computer printouts.
- Identify and locate witnesses and victims, suspects and others using information obtained through databases, directories, and any other means available.
- Collect and prepare statistical information and other records related to State-reimbursed and grant funded activities; prepares quarterly and yearly reports and annual applications for grant renewals.
- Serve as liaison between other agencies in the administration of programs such as: Department of Justice Cal-Photo program and "North Bay Heat" (Northern California Computer Crimes Task Force), train users and facilitate video-conferencing related to these programs.
- Provide legal secretarial support in homicide cases; collect, document and maintain photos, audio visuals, etc; initiate and prepare various legal documents throughout the judicial process; receive and/or request discovery and process information by copying reports, police tapes, photos, etc., requesting further needed information and documenting all actions in order to assist attorneys in case preparation.
- Use a variety of specialty software such as CAD Zone, Smart Draw, Sound Forge, Snatchit/Snagit, Photo Studio to prepare photos, drawings, charts, maps for presentation in court.
- Prepare legal documents, including subpoenas, warrants, petitions, briefs, motions, citations, pleadings and

others by typing from transcription, audio tapes, rough draft, oral instruction, dictation or clear copy; review drafts for punctuation, spelling and grammar and making corrections to drafts in order to produce final copies of professional work product.

- Organize and carry out support assignments; research, compile and organize information and data from various sources on a variety of specialized topics related to assigned area; assist in a variety of division operations; perform special projects and assignments as requested.
- Set up, connect, operate and perform minor repairs on a wide variety of specialized audio/visual equipment for presentations in court, video conferencing and training.
- Compose and type letters, memoranda and basic reports, utilizing word processing software, from general instructions or information related to assigned responsibilities; review drafts for punctuation, spelling and grammar and suggest/make corrections to drafts; arrange for, or copy, distribute and file same to ensure smooth, efficient operations.
- Operate a variety of modern office equipment including specialized computer equipment and related software programs; and audio/visual equipment, audio/visual digitalizing equipment, copiers, word processors, tape recorders and duplicators and printers to enter, update retrieve and copy data in order to produce documents and reports.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer	Typewriter	General Office Equipment
Digital Camera Equipment	Printers	Projectors
Paging System	CLETS System	Transcription Equipment
Audio/Video Cassette Duplicators	Scanner	Video Conferencing Equipment
Video Surveillance equipment	CAD Zone	Drawing & Photo software

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Graduation from high school or equivalent; and four years of full-time experience providing legal secretarial support in a law enforcement or criminal law agency; or two years of sworn or non-sworn experience in investigative support functions within a private or public law enforcement or criminal law agency. Or, in addition to the required POST certification, a combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

California Driver's License
POST Field Evidence Technician certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic functions of a law enforcement agency.
- Principles of investigation and investigative techniques.
- Principles of the identification, preservation, and presentation of evidence, and the rules of evidence and court procedures.
- Functions, laws, rules and regulations of District Attorney.
- Modern office procedures, methods and equipment including computer equipment, word processing methods, techniques and programs.
- Principles of business letter writing, including English usage, spelling, vocabulary, grammar and punctuation.
- Record keeping, filing methods and records management techniques.

Ability and Skill to:

- Learn, understand, interpret and apply basic laws, rules, and regulations related to functions of the District Attorney's Investigative Division.
- Read, analyze, interpret and understand civil and criminal court documents including civil proceedings, criminal complaints, pleadings, probation reports, prior conviction records, arrest and search warrants, etc.
- Apply basic laws, rules and regulations related to investigations.
- Communicate effectively, both orally and in writing.
- Compose clear and concise correspondence, reports and other written materials.
- Schedule and coordinate projects; set priorities; adapt to changing priorities.
- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Operate modern office equipment including specialized computer equipment and software programs and audio/visual equipment.
- Collect, compile and file information and data.

- Understand and carry out oral and written instructions.
- Respond to questions from the public and County personnel regarding policies and procedures for the assigned area.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Type and enter data at a speed necessary for successful job performance.
- Ability to work in a standard office environment; ability to sit for long periods of time; ability to use hands to finger, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to lift and/or move up to 25 pounds, ability to occasionally lift up to 50 pounds.

WORKING CONDITIONS: *(Essential duties require the following physical skills and work environment.)*

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, blood-borne pathogens, and hazardous situations that may involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.