

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: DISTRICT ATTORNEY INVESTIGATOR
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: CHIEF DISTRICT ATTORNEY INVESTIGATOR

CLASS CODE: 7040
FLSA STATUS: N
DATE: 04/04

JOB SUMMARY:

Primary responsibilities are to conduct criminal and civil investigations related to District Attorney's cases; follow required procedures to prepare, obtain and serve arrest and search warrants; and assist other law enforcement agencies with criminal investigations. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is similar to the Supervising District Attorney Investigator and the Chief District Attorney Investigator in that all conduct and present criminal and civil investigations. This class is distinguished from the Supervising District Attorney Investigator by the lack of supervisory duties as performed by the Supervising District Attorney Investigator. This class is distinguished from the Chief District Attorney Investigator by the lack of administrative duties performed and by the level of authority and responsibility held by the Chief District Attorney Investigator.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Conduct criminal and civil investigations, which includes interviewing witnesses, conducting surveillance, following up on potential leads, collecting and processing evidence, and preparing various court documents.

Interview defendants to obtain information concerning each case.

Visit crime scenes to ascertain and evaluate physical, material and environmental factors relevant to case investigations; investigates location of evidence; photographs crime scenes evidence and/or defendants.

Prepare and serve subpoenas for witnesses or information/documents; provides instructions and directions to witnesses.

Conduct computer and other file searches to locate transient clients and witnesses.

Secure, review and analyze police reports, written statement, depositions and other pertinent case material; examine various records and documents to secure information concerning alleged crimes and civil wrongs.

Prepare comprehensive investigative and/or other reports.

Present investigation and evaluations to and consult with attorneys regarding case strategy in preparation for trials.

Prepare court presentations and other demonstrative aids such as diagrams of crime scenes, photo enlargements and composites and/or other presentations using computer software; operates audio-visual equipment during trials.

Manage witnesses by arranging for transportation, lodging, meals and protection if necessary.

Interpret and explain the provisions of law as they pertain to the conduct of investigations and the ensuing court process.

Testify in court as a case witness or an expert witness.

Prepare and serve arrest warrants; transport arrestees to appropriate location as needed.

Act as liaison between attorneys, witnesses, experts and various agencies; assist other agencies in major criminal investigations as needed.

Confer with law enforcement and/or other appropriate representatives.

Conduct polygraphs examinations on witnesses and suspects.

Perform specialized assignments such as California Law Enforcement Telecommunications System agency terminal coordinator, bomb technician or others.

Attend and/or conduct various internal and external meetings.

Compare latent prints and performs handwriting analysis for cases and for outside agencies as needed.

Organize and maintains records and files.

Recover and returns stolen property.

Maintain custody of evidence; requests laboratory work on evidence.

Maintain knowledge of current and/or new case law and statute amendments affecting investigative responsibilities.

Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Audio Visual Equipment
Firearms

Computer(s)
Small Tools

Radio
Plotter

Polygraph Equipment
Bomb Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college in Criminal Justice or a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Basic POST Certificate

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Departmental procedures, rules, regulations and the limitations of departmental authority.

Practices and methods of criminal investigation and identification.

Record keeping, report preparation, filing methods and records management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using law enforcement techniques, to include interviewing and interrogation; collection and preservation of evidence; arrest control; and effective courtroom testimony.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to analyze situations and take quick, effective and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.

Ability to understand and follow written and oral instructions.

Ability to write comprehensive reports and correspondence.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, working with explosives, and hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.

The incumbent's working conditions are typically moderately quiet.

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.