

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7041
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to plan, organize, administer, coordinate, and supervise operations and staff of the Investigations Division; performs responsible professional, administrative and supervisory duties.

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

Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of the Investigations Division.

Plans and implements short-term or annual goals, objectives, and strategies for the department, project or program to ensure efficient organization and completion of work.

Conducts background investigations according to POST guidelines on law enforcement personnel being hired and non-POST background on other staff.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends and implements improvement when necessary.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Provides information, advice, feedback, or assistance to others to refine work outputs or resolve problems.

Ensures that quality standards and compliance with regulations are maintained.

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

Prepares and serves subpoenas for information and testimony.

Prepares comprehensive investigative and/or other reports.

Consults with attorneys regarding case strategy in preparation for trials.

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

Prepares and serves arrest warrants; transports arrestees to appropriate location as needed.

Prepares and serves search warrants.

Conducts internal affairs investigations of law enforcement and other County agencies.

Maintains liaison between various agencies; assists other agencies in major criminal investigations as needed.

Prepares and administers division budget.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the division.

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

Attends and/or conducts various internal and external meetings.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer(s) Radio Firearms

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

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

Six to seven years of progressively responsible related experience; or,

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

Licenses and Certifications:

POST Advanced 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.

Administration of staff and activities.

Administrative principles and practices, including goal setting and implementation.

Methods and techniques of research, statistical analysis and report presentation.

Recordkeeping, report preparation, filing methods and records management techniques.

Budgetary principles and practices.

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.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

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

Researching, compiling, and summarizing a variety of informational and statistical data and 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.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Analyzing and resolving office administrative situations and problems.

Communicating clearly and effectively, both orally and in writing.

Testifying in court.

Mental and Physical Abilities:

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

Ability to write comprehensive reports and correspondence.

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 read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions 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 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.

file: chiefdai.7041

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.