

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7044
FLSA STATUS: E
DATE: 04/04

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to assist Chief District Attorney Investigator administer investigations unit, and supervise staff; provides primary supervision to Child Support Services investigations contract; assumes all supervisory and operational responsibilities in the absence of the Chief Investigator. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is similar to the 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 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 DA Investigator.

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

Assist the Chief District Attorney Investigator in the daily operations, administration and business functions of the specialized District Attorney investigation unit.

Assist in the initial phases of all major investigations. Assumes supervisory role in field investigations such as homicides and officer involved shootings.

Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plan, schedule, supervise, review and evaluate the work of the investigative staff in the absence of the Chief Investigator and upon temporary assignment.

As directed by the Chief Investigator evaluates employee performance, counsels employees and recommends initial disciplinary action and other personnel decisions.

Review documents and report for follow-up investigation and communicate those needs to agency; function as the District Attorney liaison with law enforcement agencies.

Meet with a variety of agencies to facilitate communications between those groups and the District Attorney's Office; assist with investigations conducted by other agencies.

Perform internal affairs investigations of law enforcement and other county agencies as assigned by the Chief Investigator.

Assist with the selection of staff and provides for their training and professional development.

Assist the Chief District Attorney Investigator with the overall management and operational activities of the District Attorney Investigators located in all district attorney offices and those under contract to the Department of Child Support Services.

Assist the Chief District Attorney Investigator with planning and directing the investigations of assigned personnel.

Testify in court to verify information/data collected during investigations; analyze and evaluate police, court and other records for in the court system.

Prepare and maintain a variety of reports related to the caseload.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer(s)	Radio	Polygraph Equipment
Audio Visual Equipment	Small Tools	Plotter	Bomb Equipment
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,

Five to six years of progressively responsible related experience including at least two years of supervisory 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 Basic Certificate
POST Intermediate certificate within one year of appointment
POST Supervisory Certificate within two years of appointment.

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:

Work is performed in a normal office environment with occasional exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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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.