

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	PUBLIC DEFENDER INVESTIGATOR
DEPARTMENT:	PUBLIC DEFENDER/ALTERNATE DEFENDER
REPORTS TO:	VARIOUS

CLASS CODE: 71646
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to conduct criminal and civil investigations related to Public Defender's cases.

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

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

Interviews defendants to obtain information concerning each case.

Visits scenes of alleged crimes to ascertain and evaluate physical, material and environmental factors relevant to case investigations; investigates locations of evidence; photographs crime scenes, evidence and/or defendants.

Prepares and serves subpoenas for witnesses or information/documents.

Provides instruction and direction to witnesses.

Prepares comprehensive investigative and/or other reports.

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

Secures, reviews and analyzes police reports, written statements, depositions and other pertinent case material; examines various records and documents to secure information concerning alleged crimes or civil wrongs.

Presents findings and evaluations to Public Defender or deputies; consults with Public Defender or deputies regarding case strategy in preparation for trials.

Prepares court presentations and other demonstrative aids such as diagrams of crime scenes, photo enlargements and composites and/or other exhibits.

Interprets and explains the provisions of law as they pertain to the conduct of investigations and the ensuing court process.

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

Acts as liaison between attorneys, witnesses, experts and other pertinent parties.

Confers with law enforcement and/or other appropriate representatives.

Attends and/or conducts various internal and external meetings.

Organizes and maintains records and files.

Recover and maintains custody of evidence; requests laboratory work on evidence.

Maintains knowledge of current and/or new case laws and statute amendments affecting investigative responsibilities.

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

Translates for Spanish speaking clients.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Tape Recorder	Camcorder
Photographic Equipment	Vehicle	Measuring Devices	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

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

Two to three 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:

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.

Police policies, procedures and techniques of investigation, report writing, etc.

Judicial system and court procedures.

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; 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.

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 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions, and hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons. The employee is often exposed to blood born pathogens and their many diseases, potentially hazardous conditions, chemicals and other diseases when investigating crime scenes, interviewing witnesses, etc.

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

file: pubdefin.71646

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.