



**TITLE: DISTRICT ATTORNEY INVESTIGATOR I/II – Extra Help
(limited to 1,000 hours per fiscal year)**

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: UNREP

DEFINITION

Under the direction of the Chief Investigator, conducts investigations pertaining to criminal and/or civil cases, or other special assignments as necessary. Prepares and maintains related records and reports. Performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Investigator.

CLASS CHARACTERISTICS

This is an Extra-Help classification series. Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the District Attorney Investigator I level may be promoted to the District Attorney Investigator II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

District Attorney Investigator I: This is the entry-level class in the District Attorney Investigator series. Incumbents perform investigative activities relating to criminal prosecution and all incidences referred to the District Attorney for investigation under direction, guidance, and supervision. This class is distinguished from the District Attorney Investigator II as to the experience level within the field of law enforcement investigations. Although duties may be common to the next higher class of District Attorney Investigator II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines. When an incumbent meets the experience requirements and demonstrates the appropriate skills and knowledge, they may be promoted to the District Attorney Investigator II level at the discretion of the Department Head.

District Attorney Investigator II: This is the journey-level class in the District Attorney Investigator series. This class requires incumbents to perform the most difficult and complex assignments that require considerable skill, professional judgment and thorough knowledge of the criminal justice system. This class is distinguished from the District Attorney Investigator I by the fact that incumbents perform a broader range of investigative assignments on a more independent basis.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts criminal and civil investigations as assigned
- Reviews and analyzes various reports, documentation, financial records, photographs, statements and physical evidence; interviews witnesses and suspects, and collects their statements; conducts surveillance operations; serves subpoenas for witnesses and documentation
- Special assignments may include but are not limited to: major crime investigations ie homicide, rape, sexual assaults, gang related crimes, on-line sexual predator offenses; officer involved shooting investigations, participation in SWAT team training and events, computer forensic and digital crime investigations, welfare fraud investigations, elder abuse investigations, child abuse investigations, domestic violence investigations, school resource officer, child abduction investigations and others for which special training or knowledge is required
- Locates suspects; serves search and arrest warrants
- Provides court testimony in criminal cases; testifies in court as an expert witness as requested
- Assists law enforcement officers with criminal investigations as necessary
- Performs background investigations on new employees; conducts internal affairs investigations as assigned
- Prepares and submits investigative reports; maintains case files and other records pertinent to the caseload
- Maintains required level of proficiency in the use of firearms and all other safety equipment
- If special assignment includes School Resource Officer, duties may include but are not limited to: coordinates district and county School Attendance and Review Board (SARB); responds to school truancy referrals with telephone calls, letters, and home visits; conducts parent conferences at school and home regarding truancy and behavioral issues; coordinates filing of charges by the DA against parents who violate state law; and assists with court and community school placements
- Attends meetings and training classes as required or appropriate
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Accepted practices and procedures of criminal/civil investigation
- The rules of evidence and laws of arrest
- The principles and techniques of interviewing
- Criminal and civil law knowledge of police methods and procedures
- Criminal behavior and methods of operation
- Applicable occupational hazards and safety precautions
- California law regarding compulsory attendance and truancy intervention options
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work

- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Analyze, evaluate and process appropriate data
- Observe and remember detailed information
- Operate firearms within established guidelines
- Work under stressful or dangerous conditions, occasionally involving considerable personal risk or risk to others
- React quickly and calmly and use judgment and discretion in emergency and all other situations
- Work effectively and maintain cooperative working relationships as a member of a multi-agency intervention team and/or with other people and personnel
- Communicate effectively with parents and children contacted through the course of the duties and all other people and personnel.
- Make sound, educated decisions
- Input and retrieve data at a speed necessary to complete essential functions of position
- Work both independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear and concise manner
- Establish and maintain effective, professional, working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in all situations, as well as, in politically sensitive situations

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade. Other combinations of education and experience may be considered.

District Attorney Investigator I: Six (6) to ten (10) years of experience in criminal justice or investigatory field.

District Attorney Investigator II: Three (3) years of full-time investigative experience gained during employment as a District Attorney Investigator I for a California District Attorney's Office or three years of full-time investigative experience similar to a detective at a Sheriff's or Police Department may be allowed at the discretion of the District Attorney.

License & Special Requirements:

- Requires a valid California driver's license.

District Attorney Investigator I: Must possess a Peace Officers Standards of Training (POST) basic law enforcement certificate. If the candidate has an expired Peace Officers Standards of Training (POST) basic law enforcement certificate, the candidate must recertify their POST basic certificate within six (6) months of hire date.

District Attorney Investigator II: Must possess a current Peace Officer Standards of Training (POST) intermediate law enforcement certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; Requires the ability to use firearms in a safe manner; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting individuals, chasing fleeing subjects, running, walking, crouching or crawling during emergency operations, moving injured/deceased persons, climbing stairs/ladders, performing lifesaving and rescue procedures; operate assigned equipment and vehicles; perform semi-skilled repetitive movements such as data entry; maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Tasks may require occasional exposure to violent and stressful situations, adverse environmental conditions, extreme heat/cold, strong odors and/or smoke, strong and/or toxic chemicals, dust and pollen. Employees may interact with upset public and private representatives in interpreting and enforcing departmental policies and procedures and California criminal law. May be subject to irregular working hours and extreme stress due to deadlines and nature and type of criminal caseload.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(01/26/21)