



APRIL 2018
FLSA: EXEMPT
Bargaining Unit: SU
JCN: 5614

SUPERVISING INVESTIGATOR (PUBLIC DEFENDER)

DEFINITION

Under general direction, directs, plans, supervises, organizes, coordinates, and reviews activities of the Investigative Unit of the Public Defender's Office, having responsibility for all investigations conducted in both branch offices (West Slope and Tahoe Basin); conducts difficult, complex, and/or sensitive investigations for the Public Defender's Office; serves as a member of the department's management team; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Defender and/or the Assistant Public Defender. Exercises direct supervision over lower level investigative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Investigator (Public Defender) series. Incumbents have administrative and operational oversight and responsibility for the Investigations Unit of the Public Defender's Office, both in the west slope and Tahoe Basin. The incumbent is responsible for directing, planning, organizing, supervising, reviewing the work of a group of investigators and support staff, and assisting the Public Defender and fiscal staff with budget preparation and budget projection as well as exercising budgetary control of investigative expenses. The incumbent is also expected to independently perform the full range of routine to complex investigative duties which include specialized and/or sensitive cases, including homicides, death penalty, sex cases, and life-sentence cases. Performance of the work requires the use of considerable independence, initiative, and discretion within established federal, state, and local agency guidelines.

This class is distinguished from the lower level class of Sr. Investigator (Public Defender) in that the Supervising Investigator (Public Defender) has supervisory authority and oversight over the entire Investigative Unit in both branch offices.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, schedules, assigns, directs, supervises, and reviews the work of investigative staff assigned to the unit; assigns and provides technical guidance to unit members.
- Evaluates employee performance; counsels employees; provides final input to the Public Defender regarding selection decisions, promotion decisions, and disciplinary matters concerning the unit.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Develops and implements operational policies and procedures; makes recommendations for changes in department rules, regulations, and procedures.
- Participates in the preparation of the unit's budget; projects budgetary needs and trends.
- Personally conducts all pre-employment background investigations for the department, from professional staff to clerical staff, reporting directly to the Public Defender as the hiring authority.
- Plans, directs, and conducts investigations related to defense of a variety of adult criminal and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, welfare fraud, mental health, and conservatorship cases.
- Performs the most difficult, complex, and/or sensitive investigative work, including homicide, death

- penalty, sex cases, and “life” sentence cases, or comparable cases.
- Coordinates with the Public Defender and other managers of the department on staffing needs, workflow, and assignment distribution; maintains statistical records of casework and investigation requests to assist with budgetary needs and long-range strategic planning of the unit and the department.
- Tracks and verifies overtime for the Investigative Unit.
- Tracks and verifies the unit’s vehicles and their usage.
- Establishes and maintains a cooperative working relationship with the District Attorney’s Office, local law enforcement agencies, the public, and other County departments.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody in jails, juvenile hall, and mental facilities.
- Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; reviews search and arrest warrants.
- Arranges for transportation and housing of witnesses who are subpoenaed to court.
- Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.
- Maintains possession and control over evidence; transports evidence to crime labs for examination.
- Researches and locates witnesses; maintains a list of expert witnesses.
- Prepares a variety of investigative reports related to assigned cases; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations; acts as an expert witness for the Public Defender’s Office.
- Develops the unit’s policies and procedures, drawing upon industry “best practices” in the area of indigent defense.
- Operates and maintains a variety of investigative equipment, including recording devices, photography equipment, measurement devices, and fingerprint kit.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of law enforcement, including crime scene evidence interpretation.
- Principles, methods, and equipment used in the investigation of crimes.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to rules of evidence and criminal investigations.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle the more complex investigations.
- Plan, organize, and coordinate the work of professional, technical, and administrative support staff.
- Provide staff leadership and work direction.
- Train staff in work procedures.
- Provide expert witness testimony in court.
- Investigate and analyze complex crime scene and other information and evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Prepare clear and concise reports, correspondence, and other written material.
- Gather, assemble, analyze, and evaluate facts and evidence; draw logical conclusions; and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Qualify as an expert witness in the Superior Court.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university, with major coursework in criminal justice, law enforcement, police science, or a related field, and four (4) years of experience as an investigator in a public defender's office, a district attorney's office, or similar law enforcement agency that includes experience with homicide, death penalty, sex cases, "life" sentence cases, or comparable casework.

One year of lead or supervisory experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a P.O.S.T. Basic Law Enforcement Certificate is required at the time of appointment.
- Possession of a P.O.S.T. Intermediate or Advanced Law Enforcement Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. 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 up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays; off-hours; and on-call.