



APRIL 2018
FLSA: EXEMPT
Bargaining Unit: GE
JCN: 5612

#5612

County of El Dorado
September 1999

Revised: October 2001

SR. INVESTIGATOR (PUBLIC DEFENDER)

DEFINITION

Under ~~general supervision~~direction, conducts difficult, complex, and/or sensitive investigations for the Public Defender's Office relating to the defense of ~~Court~~court-referred clients in felony, misdemeanor, juvenile, civil, conservatorship, and related cases; provides lead direction and training of other investigative staff; testifies in court as an expert witness for the Public Defender's Office; ~~may assign, direct and review the work of other investigative staff.~~

DISTINGUISHING CHARACTERISTICS

~~This class is the advanced specialist in this class series, either providing direction to investigative staff, or functioning and performs related duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Supervising Investigator (Public Defender). Exercises technical specialist, able to handle the most difficult, and functional direction over and provides training to lower-level staff.~~

CLASS CHARACTERISTICS

~~This is the advanced-level classification in the Investigator (Public Defender) series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex, specialized and/or sensitive investigations for the Public Defender's Office. Incumbents in this class exercise a high degree of independent judgment and have ongoing decision-making responsibility in their work. Office. Incumbents must be qualified in court as an expert witness. This is not considered a supervisory class in that the selection and discipline of employees is not assigned also provide lead direction and supervision to this level technical and administrative support staff.~~

~~This class ~~is~~ distinguished from the Supervising Investigator (Public Defender) in that the latter is the journey-full supervisory-level in this class-series.~~

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Performs the most difficult, complex, and/or sensitive investigative work, including homicide, death penalty, three strikes and homicide sex cases, and "life" sentence cases, or comparable cases.~~
- ~~Plans, directs and conducts~~May provide input to the Supervising Investigator into selection decisions, disciplinary matters, and other personnel decisions.
- ~~Provides staff training under supervision of the Supervising Investigator.~~
- ~~Conducts~~ investigations related to defense of a variety of criminal and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, and welfare fraud.

- > 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.
- > Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- > Prepares a variety of investigative reports related to assigned cases; ~~organizes~~organizes and maintains caseload records.
- > Testifies in court to verify information/data collected during investigations~~investigations~~; acts as an expert witness for the Public Defender's Office.
- > Assists in developing investigation policies and procedures.
- > Operates and maintains a variety of recording equipment; assists in conducting polygraph examinations.
- > Provides lead direction to investigative staff assigned to the Public Defender's Office; performs training, and work review ~~and evaluation of staff~~; organizes and assigns work, sets priorities, and follows up as required.
- > Provides input into selection decisions, disciplinary matters, and other ~~personnel~~personnel decisions.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- May act in the absence of the supervisor in his/her absence
- > Performs related workduties as assigned.

~~Senior Investigator (Public Defender)~~

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QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- ⊕> Principles and practices of law enforcement, including crime scene evidence interpretation, ~~arrest and custody procedures.~~
- ⊕> Principles, methods, and equipment used in the investigation of crimes.
- ⊕> Laws, Applicable federal, state, and local laws, regulatory codes and ordinances governing, and procedures relevant to rules of evidence and criminal investigations.
- ⊕> Methods Principles, methods, and techniques of interviewing investigation, including the gathering, preservation, and presentation of evidence.
- ⊕> ~~Record keeping~~Recordkeeping and reporting requirements for criminal investigations.
- ⊕ ~~Standard office practices~~Principles and ~~procedures including the use~~techniques of ~~a personal~~ computer.
- ⊕> ~~Basic supervisory practices~~interviewing and ~~procedures~~interrogation.

Skill in:

- Planning, directing, reviewingSources of information used in locating persons.
- Principles and ~~evaluating the work of expert witnesses including~~techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing ~~expert witness testimony~~ 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:

- Train lower level staff in ~~court~~ work procedures, upon direction of the Supervising Investigator.
- Investigating ~~Investigate~~ and analyzing ~~analyze~~ complex crime scene and other information and evidence.
- Analyzing, evaluate findings, ~~evaluating alternatives and reaching~~ and reach sound conclusions.
- Interviewing ~~Interview~~ and obtaining ~~obtain~~ information from witnesses, suspects, and others.
- Preparing ~~Maintain accurate records and files.~~
- Prepare clear and concise reports, correspondence, and other written ~~materials.~~ material.
- Maintaining ~~accurate records and files.~~
- Exercising ~~sound~~ 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, upon delegation from the Supervising Investigator.
- 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 ~~established~~ general policy, procedural, and legal guidelines.
- Establishing ~~and maintaining~~ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

Other Requirements:

~~Must possess a valid driver's license. Must possess, a P.O.S.T. Basic Law Enforcement Certificate. Must be willing to work off-hours or on a call-out basis. Must be qualified as an expert witness for serious felonies, narcotics cases, homicides and three strikes cases. An intermediate or advanced P.O.S.T. certificate is desirable.~~

Education and Experience:

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

Equivalent to graduation from high school, supplemented by 24 college-level units in coursework such as police science, law enforcement, criminal justice, or a related field, and three (3) years of experience as an investigator in a ~~recognized~~ public defender's office, district attorney's office, or similar law enforcement agency, ~~public defenders office or similar setting which has included death penalty,~~ including

experience with three strikes and/or homicide cases-, ~~or similar serious cases.~~

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, Intermediate, or Advanced Law enforcement experience at the level of Sheriff's Sergeant and coursework in law enforcement, criminal justice or a related fieldEnforcement Certificate is desirable.

PHYSICAL DEMANDS

Must possess **NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills-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 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.