



## **INVESTIGATIVE ASSISTANT I/II**

### **DEFINITION**

Under close to general supervision, performs technical investigation support to the Public Defender's and District Attorney's Offices relating to the prosecution or defense of felony, misdemeanor, juvenile, civil, and related cases such as, court orders, writs, affidavits, summons, complaints, notices, subpoenas duces tecum, and subpoenas; prepares proof of service for such processes; assists in routine investigative duties; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervising Investigator (District Attorney) or Supervising Investigator (Public Defender). Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Investigative Assistant I:* This is the entry-level classification in the Investigative Assistant series. Under close supervision of a fully trained investigator, incumbents learn and perform routine investigation support and perform or assist in routine investigations.

*Investigative Assistant II:* This is the fully qualified journey-level classification in the investigation series. Incumbents perform technical investigation support and perform or assist in routine investigations under the general supervision of a fully trained investigator. Positions at this level receive instruction or assistance as new or unusual situations arise.

Positions in the Investigative Assistant I/II class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience that meet the qualifications and after demonstrating the ability to perform the work of the higher-level class.

This classification is distinguished from the Investigator (District Attorney) and Investigator (Public Defender) in that the latter are experienced investigator classes, which exercise a high degree of independent judgment and have ongoing decision-making responsibility in their work.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Receives legal process and written instructions for service of documents to absent parents, witnesses, and other individuals as required.
- Identifies and locates witnesses, victims, suspects, and persons by using information obtained through law enforcement databases, directories, utility records, internet sources, public or private agencies, employers, families, neighbors, or other individuals
- Conducts necessary investigation to locate witnesses, absent parents, and others as needed including, but not limited to, various computer checks, contacts with other agencies, family members, employers, and neighbors to gain information regarding the whereabouts of the individual and affect the service of process.
- Performs and assists in routine investigations of alleged violations of the law.

- Performs field service of civil and criminal legal process such as subpoenas, summons, and complaints; makes positive identification of persons served, and time and location of services.
- Researches, collects, and preserves materials which may be used as evidence; photographs, diagrams, and documents evidence needed by investigators, attorneys, and others in support of a legal case; reviews records for personal history or other information; prepares written and statistical reports.
- Maintains records and files of assigned cases, preserving all documentation of efforts to locate and serve individuals.
- Attends court sessions as necessary to serve witnesses and to provide testimony.
- Transports witnesses for court appearances, and informs witnesses when court is cancelled or postponed.
- Maintains communication with law enforcement and other agencies as required.
- Assists in collecting and verifying documents, statements, evidence, testimony, and preparing summary reports as assigned.
- Provides general support to investigators in day-to-day operations of the department.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic investigative techniques and procedures.
- Legal rights of citizens.
- Interview techniques.
- Report writing.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- 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:**

- Plan and organize daily workload and maintain a simple recordkeeping system.
- Develop information from varied sources to identify and locate persons to be served.
- Evaluate situations and people, and exercise proper judgment in handling various situations.
- Obtain information through interview.
- Utilize automated online systems to collect and/or verify information.
- Analyze and evaluate facts, statements, and other information.
- Draw logical conclusions and make appropriate recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Serve subpoenas and deliver other legal documents in a timely fashion.
- Testify in court.

- 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.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying, however, education may not solely substitute for the required experience.*

Investigative Assistant I: Equivalent to graduation from high school and two (2) years of general clerical and administrative office support experience.

Investigative Assistant II: Equivalent to graduation from high school and two (2) years of investigative experience involving the use of various search procedures, including locating, observing, and interviewing individuals and preparing reports of findings.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

**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.