



APRIL 2018
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 5613

INVESTIGATOR (PUBLIC DEFENDER)

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general supervision, conducts investigations for the Public Defender's ~~office~~Office relating to the defense of ~~Court~~court-referred clients for various criminal and related cases; and performs related duties as assigned.

Distinguishing Characteristics: SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Investigator (Public Defender). Exercises no direct supervision over staff. May provide training to less

~~This is an~~ experienced staff.

CLASS CHARACTERISTICS

~~This is investigations class responsible for providing the fully qualified journey-level classification in the Investigator (Public Defender) series. Incumbents perform routine investigative support tasks for a variety of Public Defender cases. Incumbents in this public defender cases, working independently, and exercising judgment and initiative. Positions at this level receive instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.~~

This class is distinguished from the Sr. Investigator (Public Defender) in that the latter provides oversight and technical and functional direction to the entire Investigative Unit, including management, training, selection of staff, and budgetary responsibilities.

This class ~~exercise~~is further distinguished from the Investigator (District Attorney) in that the latter is a high degree of independent judgment and have ongoing decision-making responsibility in their work.non-sworn classification.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, directs, and conducts ~~investigation~~investigations related to the defense of a variety of court-referred clients.
 - 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, evidence, and other records; prepares and serves subpoenas.
 - ~~Arranges for~~Coordinates transportation, ~~housing and protection of~~ for witnesses ~~who are under grant of immunity, or for paid operators and informants.~~
 - Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; ~~transports evidence to crime labs for examination.~~
- Maintains possession and control over evidence and secures the District Attorney's evidence vault in accordance with state laws.
- Researches and locates witnesses; maintains a ~~list of expert witnesses~~Due Diligence Log.

- Collects and verifies documents, ~~Statements, statements,~~ evidence, and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; organizes and maintains caseload records.
- ~~Confers with attorneys regarding investigations.~~
- Testifies in court to verify information/data collected during investigations.
- ~~Operates and maintains a variety of recording equipment.~~
- ~~Assists in developing investigation policies and procedures.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related ~~work~~duties as assigned.

MINIMUM QUALIFICATIONS

~~Education and Experience:~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

~~Experience:-~~

~~Two years of experience as an investigator in a recognized law enforcement agency of similar setting. Coursework in law enforcement criminal justice or a related field is desirable.~~

~~Other Requirements:~~

~~Must possess a valid driver's license.~~

Knowledge of:

- Principles and practices of law enforcement, including crime scene evidence interpretation.
- 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.
- Recordkeeping and reporting requirements for criminal investigations.
- ~~Standard office practices~~Principles and ~~policies including the use~~techniques of ~~a personal computer.~~

Skill in:

- ~~Interviewing~~interviewing and ~~obtaining~~interrogation.
- Sources of information from witnesses, suspects and others used in locating persons.
- ~~Preparing clear and concise reports, correspondence and other written materials.~~
- ~~Maintaining accurate records and files.~~
- 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:

- Investigate and analyze crime scene ~~information~~ and other evidence ~~collected~~; evaluate findings, and reach sound conclusions.
- ~~Exercise sound~~ 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 ~~established~~ general policy, procedural, and legal guidelines.
- Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

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 graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and two (2) years of criminal investigative experience with a public defender's office, district attorney's office, or similar law enforcement agency.

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 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 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/~~PHYSICAL DEMANDS~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment:

~~Work is primarily performed indoors in a standard office setting.~~

~~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~~or; and~~ on a call-out basis.

Physical:

~~Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; use of both legs; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** walking. **Infrequent** climbing, bending and reaching; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JCN: 5613

Created: JUN 1990

Revised: MAY 2013 --HRD