

**SPECIAL INVESTIGATOR (DISTRICT ATTORNEY-NON SWORN)**

**DEFINITION**

Under general supervision, conducts or assists in routine investigations for the District Attorney's office relating to felony, misdemeanor, juvenile, civil, conservatorship and related cases; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an experienced investigations class responsible for providing investigative support for a variety of District Attorney cases. Incumbents in this class exercise a high degree of independent judgment and have ongoing decision-making responsibility in their work. This classification is further distinguished from that of Investigator (D.A.) in that the latter is a sworn class with peace officer status.

**EXAMPLES OF DUTIES**

- Plans, directs and conducts investigation related to a variety of criminal, civil and juvenile cases.
- Coordinates the Multi-Disciplinary Interview Center (MDIC).
- Locates defendants; locates and interviews complainants, law enforcement officials, witnesses and other involved parties; ; maintains a list of expert witnesses.
- Analyzes and evaluates police, court and other records;
- Arranges for transportation, housing and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures and preserves evidence, photographs, fingerprints and diagrams; prepares court exhibits.
- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- 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 and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Operates and maintains a variety of recording equipment; assists in conducting polygraph examinations.

- Initiates and processes special legal procedures pertaining to court and/or child support cases.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Laws, codes and ordinances governing rules of evidence and criminal investigations.
- Methods and techniques of interviewing.
- Recordkeeping and reporting requirements for criminal investigations.
- Standard office practices and policies including the use of a personal computer.

### **SKILL IN:**

- Interviewing and obtaining information from witnesses, victims and others.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **OTHER REQUIREMENTS:**

Must possess a valid driver's license. Must be willing to work off-hours or on a call-out basis.

### **EDUCATION AND EXPERIENCE:**

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

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