



## **SPECIAL INVESTIGATOR I/II (DISTRICT ATTORNEY)**

### **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.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

*Special Investigator I:* This is the entry-level experienced investigations class responsible for providing investigative support for a variety of District Attorney cases. Incumbents in this class exercise independent judgment and have ongoing decision-making responsibility in their work.

*Special Investigator II:* This is the fully qualified journey-level classification in the Special Investigator series responsible for providing advanced 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.

Positions in the Special Investigator 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.

These classifications are further distinguished from that of Investigator (D.A.) in that the latter is a sworn class with peace officer status.

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

- Plans, directs, and conducts investigations related to a variety of criminal, civil, and juvenile cases.
- Conducts Multi-Disciplinary Interviews for the Child Advocate Center (CAC)
- Receives, stores, tracks, releases, and/or disposes of property, weapons, and drugs in accordance with appropriate laws, rules, and regulations.
- Uses safety precautions and follows procedures to properly handle items such as firearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and ensure chain of custody.
- 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.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## **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.

### **Ability to:**

- 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.

### **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.*

**Special Investigator I:** One (1) year of experience performing investigative support duties, such as gathering and verifying evidence, interviewing witnesses, or assisting with criminal investigations, in a recognized law enforcement agency, legal office, or similar setting.

**Special Investigator II:** Two (2) years of experience as a journey-level Investigative Assistant or a comparable position in a recognized law enforcement agency or similar setting.

### **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 travel to various County sites for occasional field interviews or meetings; and physical strength, mobility, and stamina to perform job duties. Vision is required to read printed materials, review evidence, and operate a computer screen. Hearing and speech are required to communicate effectively in person, over the telephone, or during interviews. The job may occasionally involve walking on uneven terrain during rare field visits. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, or kneel to retrieve or organize case files and evidence. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work indoors in a standard office environment with minimal exposure to loud noise levels, temperature variations, or hazardous materials. On rare occasions, employees may travel to external sites for interviews or case-related duties, where they could be exposed to inclement weather or emotionally charged situations. The principal duties of this class may involve limited interaction with individuals who are emotionally distressed or involved in legal matters.

### **WORKING CONDITIONS**

Must be willing to work standard office hours, with occasional after-hours or weekend assignments based on operational needs.