



December 2021
FLSA: EXEMPT
Bargaining Unit: SM
JCN: 5599

ASSISTANT CHIEF INVESTIGATOR (DISTRICT ATTORNEY)

DEFINITION

Under general direction, plans, organizes, and provides general direction and oversight for assigned staff within the Investigative Division within the District Attorney's Office; performs specialized and complex investigative work in connection with the more significant, technical, and/or complex issues in the prosecution of criminal and civil cases; provides highly responsible and complex administrative support to the Chief Investigator, Assistant District Attorney and District Attorney; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Investigator (District Attorney). Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff. Provides administration and coordination of office functions and legal work for the Office of the District Attorney as assigned and in the absence of the Chief Investigator (District Attorney).

CLASS CHARACTERISTICS

This is a management classification with responsibility for planning, organizing, supervising, and directing various departmental administrative and prosecution related matters within the District Attorney Office. Incumbents are responsible for implementing policy, developing goals and objectives, administering the division's budget, and supervising professional, technical and administrative staff; and serves as senior counsel in the prosecution of serious, controversial and high penalty cases. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Chief Investigator (District Attorney) in that the latter directs the entire investigative division within the District Attorney's Office and may supervise and manage other programs that have been assigned to the investigative division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides leadership, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Analyzes reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Conducts research and planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments
- Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Investigates and resolves complex and sensitive cases and complaints.

- Reviews criminal cases and assignments; identifies policy and compliance issues, and proposes solutions.
- Supervises and participates in major criminal investigations.
- Guides and assists investigative staff; provides coaching, counseling and professional assistance on case processing, investigative skills and professional responsibilities.
- Assists federal, state and local law enforcement organizations, other District Attorney's personnel, County departments, and outside organizations.
- Acts for the Chief Investigator (District Attorney) on a relief basis.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District Attorney's Office policies and procedures, rules of evidence, current law enforcement techniques and procedures.
- Law enforcement management principles, practices and methods, and current law enforcement trends.
- County, state and federal laws, regulations and ordinances.
- The California criminal justice and court systems, procedures and protocols.
- Principles, methods and techniques of legal investigation;
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Administrative practices and methods including planning, delegation, and program implementation.
- Practices and procedures of budget preparation and monitoring.
- Specialized and personal computer systems and software applications.

Ability to:

- Plan, organize, direct and coordinate the work of others directly or through subordinate supervisors.
- Interpret and implement goals, objectives, policies, procedures, and work standards.
- Analyze complex legal and operational problems, develop sound alternatives, and make effective recommendations and decisions.
- Interpret laws and regulations and make decisions pertaining to law enforcement and criminal investigations.
- Prepare clear and concise records, reports, correspondence and other written materials.
- 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 and procedural 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.

Equivalent to graduation from high school, supplemented by the completion of sixty (60) semester college units in police science, law enforcement, criminal justice, or a related field;

AND

Eight (8) years of increasingly responsible experience in law enforcement, including at least two (2) years in a classification equivalent to the County's class of Supervising Investigator (DA).

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 current intermediate, or higher, P.O.S.T. certification, pursuant to Penal Code 830.1.

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; maintain P.O.S.T. physical standards, including 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 workspace, 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, holidays, off-hours, or on-call.