

## **CHIEF INVESTIGATOR**

### **DEFINITION**

To plan, organize and supervise investigative operations within the District Attorney's office; and to perform a variety of technical tasks relative to investigation and prosecution of cases.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Attorney. Exercises direct supervision over technical and clerical investigations staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for investigations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in investigative activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for supplies and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Coordinate investigation activities with those of other departments and outside agencies and organizations; serve as a liaison to State and Federal law enforcement agencies; review and implement new State and Federal policies and procedures on the County level.

Monitor revenues and expenditures; review and revise procedures and methods to increase revenues.

Performs investigative duties including interviewing suspects, witnesses and other persons involved in assigned cases; researching and reviewing background information; locating individuals; conducting surveillance operations, etc.

Investigate the most difficult and complex cases; provide direction and leadership to assist staff members on assigned cases.

Reviews delinquent related files; and obtains arrest warrants as necessary.

Prepare correspondence including correspondence to other agencies regarding assigned cases; coordinate the preparation of court summonses; serve court subpoenas.

Arrest individuals when appropriate.

Receives and responds to inquiries from clients and others involved in cases; handles client disputes and complaints.

Performs general office work as required, which may include but not limited to preparing reports, legal documents and correspondence, attending meetings, entering and maintaining computer data, copying and filing documents and ordering supplies.

Performs related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

Organize, supervise and implement a comprehensive investigative program.

Principles, practices, methods and procedures of criminal and civil investigations.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of search and seizure.

Principles of supervision, training and performance evaluations.

Budgeting procedures and techniques.

Business letter writing and basic report preparation.

Modern office procedures, methods and equipment.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

##### Ability to:

Investigate criminal cases as needed.

Interview a variety of people while investigating a case.

Supervise, train and evaluate assigned staff.

Prepare and administer a budget.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of responsible investigations experience.

##### Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in police investigations or a related field.

#### LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, appropriate, valid California advanced P.O.S.T. certification, or the ability to obtain said certification within eighteen (18) months of appointment.

Classification Code:	3153936
Bargaining Unit:	20
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"