

HHSa INVESTIGATIVE ASSISTANT

DEFINITION

Under supervision, provide investigative support to an assigned department, assist in the service of court documents, locating and interviewing witnesses and suspected violators, and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents provide investigative support. The Investigative Assistant assists with the routine aspects of criminal investigations. The Investigative Assistant is a non-safety classification.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory or management staff.

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

Assist in research of evidence, recording crime scenes and providing investigative support.

Perform field work locating and interviewing informants, suspected violators, and witnesses.

Serve court documents; assists in case development.

Gather, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action.

Interpret and explain the provisions of laws, rules or regulations related to investigations.

Gather, examine and evaluate a variety of records and documents to secure information concerning suspected violations.

Testify in court; prepares file records and reports; Perform case report tracking.

Performs related duties as assigned.

Essential Functions:

Investigations, interviews, and researches.

Operate a personal computer and other office equipment.

Communicate effectively with others in person and over the telephone.

Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.

Perform job duties under stressful conditions and respond appropriately to situations.

Maintain confidential information in accordance with legal standards and/or County regulations.

Frequent use of depth perception, peripheral vision and color perception.

Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.

Kneel, bend, twist, squat, balance and crawl, occasionally lift and carry up to 40 pounds.

Frequent use of hand-eye coordination and repetitive hand and arm motion.

Normal dexterity, frequent holding and grasping.

Sit, stand or walk for extended periods of time.

Frequent public contact, concentration in noisy conditions, exposure to emergency situations.

Occasional exposure to hazardous materials, cold and heat.

Regular attendance is an essential function.

QUALIFICATIONS:

Knowledge of:

Criminal Judicial system.

Laws governing domestic violence and custody of minors.

Basic investigative techniques and procedures.

Correct English and clear and comprehensive writing style for legal and technical topics.

Current office procedures, practices, and equipment; spreadsheet, word processing and online mail and scheduling functions.

Report writing and record keeping.

Laws, rules, and regulations governing eligibility for multiple public assistance programs depending on area of assignment.

Ability to:

Operate a computer terminal.

Learn and apply rules and regulations related to assigned work.

Learn California laws related to welfare fraud, fraud investigations, and eligibility requirements depending on area of assignment.

Recognize fraudulent documentation.

Communicate effectively, both orally and in writing.

Conduct research and prepare presentations.

Write clear and accurate correspondence and reports.

Deal effectively with citizens and public officials under conditions requiring tact and good judgment.

Gather and document information and evidence by observation, record examination, and interview.

Operate a vehicle.

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:

Two (2) years of experience performing investigative functions, including but not limited to investigations, interviews, research, report writing, and case a management.

Training:

30 semester units from an accredited college or university.

LICENCE OR CERTIFICATE:

Possession of, or ability to obtain, appropriate, valid California Driver License.

SPECIAL REQUIREMENTS:

Must successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

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