

**INVESTIGATOR**

DEFINITION

To perform responsible investigative work for the District Attorney's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the District Attorney or his designee; may exercise functional and technical supervision over clerical staff.

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

Performs investigative duties including interviewing witnesses, researching and reviewing background information; locating individuals; conducting surveillance operations, etc.

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

Prepares correspondence; preparation of court summonses; serves court subpoenas.

Arrests individuals when appropriate.

Prepares civil and criminal court case information; appears in court as needed.

Coordinates investigation activities with those of other departments and outside agencies and organizations; prepares correspondence to other agencies regarding assigned cases.

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

May provide direction and leadership to other staff members on assigned cases.

Performs general office work as required, which may include preparing reports, legal documents and correspondence, attending meetings, maintaining computer record-keeping systems, ordering supplies, etc.

Performs related duties as required.

Investigator  
Rev.- 02/12/06  
Rev.- 07/02/06  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 01/11/09  
Rev.- 07/05/09  
Rev.-07/01/11

M.O. #5-2/21/06  
M.O. #5-2/21/06  
M.O. #5-2/21/06  
M.O. #22b 12/18/07  
M.O. #22b 12/18/07  
M.O. #22b 12/18/07  
M.O. #11-7/5/11

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Principles, practices and procedures of criminal and civil investigations.

Rules of Evidence.

Principles and procedures of search and seizure.

Modern office practices and technology.

English usage, spelling, grammar and punctuation.

Business letter writing and basic report preparation.

Basic arithmetic.

Ability to:

Interview a variety of people while investigating a case.

Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.

Interpret and make decisions in accordance with laws, regulations and policies.

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

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 years of responsible criminal investigative experience.

Training:

High school diploma or GED equivalent supplemented by specialized training in police investigations or related field.

LICENSE OR CERTIFICATE:

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

Possession of, or ability to obtain, intermediate California P.O.S.T. certification.

SPECIAL REQUIREMENTS:

Ability to speak Spanish is desirable.

Classification Code:	4133810
Bargaining Unit:	20
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	427