

## **CHIEF DISTRICT ATTORNEY INVESTIGATOR**

### **DEFINITION**

Under direction, to direct, manage, and supervise the investigative functions of the District Attorney's Office; to plan, organize, conduct, and coordinate investigations referred to the District Attorney's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class with general responsibility for the management and supervision of the investigative functions in the District Attorney's Office. The incumbent may also perform the more complex investigative work as necessary.

### **REPORTS TO**

District Attorney

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

District Attorney Investigator I, II, and III and Investigative Assistant.

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, and manages the investigative functions of the District Attorney's Office
- Provides supervision, training, and work evaluation for assigned staff; has responsibility for hiring of new employees
- Develops the investigation budget and controls expenditures
- Assigns and directs the investigative staff
- Serves as advisor to the Grand Jury on investigative matters
- Oversees and conducts background investigations and certifies the backgrounds of prospective District Attorney and Court employees
- Reviews and approves investigative reports prepared by subordinates
- Coordinates communication with other law enforcement agencies
- Oversees the service of subpoenas, summons, complaints, and other criminal and civil processes
- Prepares and implements policies in consultation with the District Attorney
- Conducts internal affairs investigations
- Has responsibility for the maintenance and security of the evidence room
- Performs the full scope of investigative work, including the more complex investigations, as needed

- Plans, directs, coordinates, and conducts criminal, and child abduction investigations
- Supervises and gathers, assembles, preserves, and reports facts and evidence
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements
- Prepares final investigative reports, presenting significant data in summary form
- Prepares and executes warrants and related affidavits for search or arrest; uses and maintains surveillance devices, photographic equipment, and recording equipment
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis
- Provides trial attorneys with assistance in evidence review and evaluation, as well as preparation of cases for trial; develops necessary information required by the exigent disclosure of information at or before trial or judgment
- Supervises or conducts investigations regarding a wide variety of criminal matters, including apprehension of suspected offenders
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions
- Researches hidden assets and other specified areas as directed
- Investigates alleged violations of Revenue and Taxation Codes and Election Laws.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special investigative equipment; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law and court procedures.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation of evidence.
- Interviewing techniques.
- Purposes, procedures, and legal constraints of the Grand Jury.
- Basic accounting procedures and their application to law enforcement and family

- support investigations.
- Use and care of firearms.
- Budget development and expenditure control.
- Work planning and scheduling.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, direct, manage, and supervise the investigative functions of the District Attorney's Office.
- Supervise, train, coordinate, and evaluate the work of assigned staff.
- Develop and implement investigative policies and procedures.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Analyze financial and statistical data.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgement in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

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

Two (2) years of experience performing criminal or civil investigations equivalent to District Attorney Investigator II with Amador County, including experience in a lead or supervisory capacity.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a valid Advanced P.O.S.T. certificate.

Successful completion of a POST-certified Supervisory course.

Completion of Range Weapon training.