



FLSA: COVERED  
EEO: 4  
AUGUST 2024

## **SENIOR DISTRICT ATTORNEY INVESTIGATOR**

### **DEFINITION**

Under general supervision, to perform investigative duties; to assemble and present evidence for administrative or legal action; to provide lead supervision to subordinate staff; to provide training; to perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Senior District Attorney (DA) Investigator functions as a lead investigator in the absence of the Supervising District Attorney Investigator or the Chief Investigator. In addition to performing skilled investigative work within the full range and types of assignments including the most serious or complicated criminal cases, the Senior DA Investigator is responsible for providing lead supervision to subordinate DA Investigators and support staff. The Senior District Attorney (DA) Investigator is responsible for onboarding of all new staff assigned to the Amador County District Attorney's Office – Bureau of Investigation.

### **REPORTS TO**

The Senior District Attorney (DA) Investigator reports directly to the Supervising District Attorney Investigator and takes direction from upper management of the Amador County District Attorney's Office.

### **CLASSIFICATIONS SUPERVISED**

- District Attorney Investigator I & II
- Support Staff assigned to the Amador County District Attorney's Office – Bureau of Investigation.

### **EXAMPLES OF DUTIES**

Functions as a lead worker; receives complaints and reports. In the absence of the Supervising District Attorney Investigator the Senior District Attorney (DA) Investigator issues assignments to subordinates for appropriate action; plans, supervises and evaluates the

activities of subordinate DA Investigators and other staff as assigned; supervises and participates in criminal investigations; participates in training and evaluating staff. Plans, directs and conducts criminal investigations, including homicides, organized/gang crimes, fraud and political corruption, by gathering, assembling, preserving and reporting facts and evidence. The Senior District Attorney (DA) Investigator provides investigative support to Deputy District Attorneys by locating complainants, victims, witnesses and suspects and conducting investigative interviews; writes search warrant affidavits and coordinates the execution of search warrants; assists local, state and federal law enforcement personnel during service of high risk search/arrest warrants; seizes, labels and controls the inventory of evidence for court presentation; assists in pre-trial planning and preparation of major criminal cases; serves subpoenas and transports witnesses as necessary; administers the California Witness Protection Program in maintaining the safety and security for protected persons; personally serves arrest warrants, makes arrests, interrogates suspects, and documents confessions; examines various public and private records and extracts information; conducts investigative security assessments involving District Attorney Office personnel; gathers intelligence information concerning criminal activities through undercover operations, court-ordered electronic surveillance, stationary and mobile surveillance, radio, optical, and other technical equipment; may appear in court as a witness; investigates and locates abducted minors pursuant to court orders; recovers abducted children throughout the United States and makes arrests as appropriate; participates in federal, state and local task forces; conducts a variety of other types of investigations, including backgrounds, internal affairs, officer-involved shooting and penalty phase investigations; provides training to allied agency personnel regarding all facets of criminal investigations, including basic and advanced investigative techniques, sexual assault investigations, and evidence collection; may be assigned to Range Master duties; assists, directs and trains District Attorney Investigators and support staff, as assigned. Assists with and performs all other duties normally performed, or expected to be performed, by a DA Investigator.

### **ESSENTIAL QUALIFICATIONS**

Any combination of education and relevant experience likely to provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

#### **Knowledge of:**

Principles, and appropriate techniques and methodologies of supervision and training; principles, methods and procedures of investigations; interview techniques; criminal and civil law; principles of identification, preservation and presentation of evidence for use in court; court procedures and the rules of evidence; information sources utilized to locate witnesses and wanted persons; the legal rights of citizens; basic accounting procedures and their application to law enforcement investigations; proper English construction and general

communication skills; appropriate supervision techniques and methodologies; care and operation of firearms and other law enforcement equipment; safe work practices.

**Ability to:**

Plan, organize, and evaluate the work of others; gather and analyze investigative data; learn, interpret and apply laws, rules and regulations applicable to investigation of potential and actual criminal cases; maintain confidentiality and control of sensitive information; safely and effectively operate/utilize and care for equipment including firearms, radio, recorder, camera, computers (including CLETS computer), and standard office machines; conduct effective investigations; obtain information and evidence by observation, record examination and interview; analyze and evaluate the statements of witnesses or suspected violators; exercise tact, courtesy and sound judgment in contacts with citizens and public officials; communicate effectively both orally and in writing; analyze situations accurately, consider alternatives and take effective courses of action; think and act quickly and appropriately in emergency situations; write and review reports, manuals and guides; establish and maintain cooperative relationships with those contacted during the course of work; supervise and instruct subordinates in all pertinent phases of law enforcement procedures; meet all Peace Officer status requirements; maintain standards of adequate physical conditioning, agility and endurance; work under physical and mental pressure in potentially hazardous situations; on a regular basis attend range/training for and qualify with all Department issued firearms including handgun as required; operate a motor vehicle safely; follow safe work practices including workplace safety regulations, policies and procedures; properly use personal protective equipment as directed and trained. Work both independently and cooperatively in multiple environments; tolerate exposure to violent crime scenes and disagreeable elements such as weather conditions, malodorous and/or decomposing bodies; safely operate a motor vehicle; follow workplace safety policies and procedures; properly use personal protective equipment as directed and trained.

**TYPICAL PHYSICAL REQUIREMENTS**

Work is physical and involves confrontational and potentially hostile and violent situations. Incumbents use, train with and care for a variety of law enforcement equipment including firearms. Protective and safety equipment are mandatory. Body armor may be required.

**TYPICAL WORKING CONDITIONS**

Work is performed indoors and outdoors, primarily in offices, the courts, driving, in field investigations, at crime scenes and in the prisons. The incumbent must function effectively in multiple environments including autopsies and crime scenes, which can be unpleasant, unpredictable and/or nauseating.

## **TRAINING AND EXPERIENCE**

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

### **Education**

Equivalent to graduation from an accredited four-year college or university with major work in criminal justice. (Substitution: Full-time, paid experience as a law enforcement investigator or a law enforcement supervisor may substitute for the required education on a year-for-year basis.)

### **Experience**

- A minimum of 5 years of recent full-time law enforcement experience with a city police or county sheriff's department, including at least one (1) year as a District Attorney Investigator in Amador County or an equivalent District Attorney Investigator position.
- Possession of a P.O.S.T. Advanced Certificate
- Ability to obtain a P.O.S.T. Supervisory Certificate within two years of appointment.
- Possession of a valid California driver's license issued by the Department of Motor Vehicles.

## **SPECIAL REQUIREMENTS**

(1) Ability to: work irregular hours including evenings, weekends and occasional holidays; (2) accept stand-by and call back assignments as required; (3) qualify for security clearance including a thorough background investigation and fingerprint check; (4) ability to qualify for, maintain qualification for, and carry a firearm.