



CLASS SPECIFICATION

Class Code: 1011
Date Est: 07/1973
Last Rev: 02/2020
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

INVESTIGATOR I (PUBLIC DEFENDER)

DEFINITION

Under close supervision, performs investigative work in the Public Defender or Alternate Public Defender's Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate degree from an accredited college or university in criminal justice or a closely related field AND one year of full-time experience utilizing scientific methods of investigation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Investigator (Public Defender) class series. Work assignments may be limited in nature and/or reviewed more frequently than the journey level Investigator II (Public Defender) class.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct and participate in investigations for criminal, juvenile and family/child removal cases to assist attorneys in the Public Defender or Alternate Public Defender's Office in the preparation and presentation of a legal defense.

Compile evidence, working with other investigators and local law enforcement agencies to obtain information; inspect and photograph crimes scenes, gathering, marking and preserving evidence; gather physical evidence from physicians and other sources on behalf of defendants.

Locate witnesses and coordinate court appearances, serving subpoena(s) as necessary; obtain statements as part of the evidentiary process by interviewing witnesses, defendants, and other relevant parties.

Prepare evidence and write investigative reports for submission in court; prepare visual aids, drawing large-scale diagrams and/or developing models of crime scenes.

Initiate and maintain a variety of resources materials, files, and records (manual and computerized) related to cases investigated and information gathered.

Testify in court regarding actions, involvement, observations, and information obtained, as it relates to assigned investigations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards applicable to area of assignment, including criminal, investigative, and trial procedures within Washoe County.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the assigned area.

Rules of evidence; including the protocol for handling, preserving, and presenting evidence and its legal admissibility.

Principles of Criminal, Family, Juvenile, Constitutional, and Administrative Law.

Research methods and available resources for obtaining information and documentation necessary to prepare a case for the defense.

Ability to:

Independently conduct investigations.

Review and analyze reports to determine connections between varied persons and events with anticipation of suggesting investigative needs.

Exercise independent judgment, flexibility, creativity and discretion in response to changing situations and needs.

Prepare case components for presentation in court.

Establish rapport with, and instill confidence in, witnesses, defendants, and others connected with investigations.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Scientific investigative methods and procedures including interviewing and skip tracing techniques.

Judicial and criminal trial procedures.

Nature of legal evidence.

Ability to:

Apply scientific methods of criminal investigation.

Obtain evidence and information by observation, through interview and physical collection.

Analyze and evaluate data, evidence, and statements and formulate logically supported conclusions.

Read, interpret, and apply pertinent laws, statutes, codes, and regulations, including administrative and departmental policies and procedures.

Write comprehensive, detailed narrative reports.

Plan and organize work to meet schedules and deadlines.

Communicate in a clear, concise manner both orally and in writing.

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

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Work is performed in a standard office environment and various indoor and outdoor off-site locations. Ability to tolerate exposure to the elements. Ability to climb, stoop, crouch, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to operate office and investigative equipment including computers, phones, calculators, copiers, FAX machines, still and video cameras and audio/video recording equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.