



CLASS SPECIFICATION

Class Code: 1015
Date Est: 07/1973
Last Rev: 01/2018
Last Title Chg: 01/1977
FLSA: non-exempt
Probation: 12 months

INVESTIGATOR II (PUBLIC DEFENDER)

DEFINITION

Under general supervision, performs journey level criminal investigative work in the Public Defender's Office or Alternative Public Defender's Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice or a closely related field AND one year of defense investigative experience which utilized scientific methods of criminal investigation; OR an associate's degree from an accredited college or university in criminal justice or a closely related field AND two years of investigative experience which utilized scientific methods of criminal 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 full journey level class in the Investigator (Public Defender) series. It is distinguished from Investigator I (Public Defender) by its ability to complete assignments independently. An incumbent receives little supervision and minimal review in the performance of assignments.

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 criminal pre-trial investigations for felony, misdemeanor, and juvenile cases to assist attorneys in the Public Defender's Office or Alternative Public Defender's Office in the preparation and presentation of a legal defense.

Compile evidence, working with local law enforcement agencies to obtain information; inspect and photograph crime scenes, gathering, marking and preserving evidence; examine and review evidence, statements and other materials to determine necessary investigation; gather physical evidence from physicians and other sources on behalf of defendants.

Obtain court orders, subpoenas and other legal process from the appropriate authority; execute same by locating parties named in each document and performing proper in-person service of document to named parties.

Locate witnesses and coordinate court appearances, serving subpoena(s) and conducting background investigations as necessary; obtain statements as part of the evidentiary process by interviewing witnesses, defendants, informants, co-defendants, victims, suspects and other relevant parties.

Prepare evidence and 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 resource materials, files, and records (computerized and manual) related to cases investigated and information gathered.

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

May train other investigators in proper work methods and techniques.

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 the area of assignment, including criminal, investigative and trial procedures operating within Washoe County.

Terms and acronyms commonly used in the assigned function.

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

Ability to:

Independently plan and conduct investigations.

Prepare case components for presentation in court.

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 procedures in criminal trials.

Principles of Criminal, Constitutional and Administrative Law.

Federal laws, court orders, rules and regulations, especially the rules of evidence, including the protocol for handling, preserving and presenting evidence and its legal admissibility.

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

Ability to:

Apply scientific methods of criminal investigation.

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

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

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.

Operate a personal computer.

Ability to react quickly, calmly and appropriately in hostile and dangerous situations.

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

Establish and maintain effective working relationships with those contacted in the course or 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, telephones, 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.