



CLASS SPECIFICATION

Class Code: 1021/15450
Date Est: 7/73
Last Rev: 4/98
Last Title Chg:
FLSA: Exempt

CHIEF INVESTIGATOR (DISTRICT ATTORNEY)

DEFINITION

Under direction, organizes, supervises and directs the operations of the Investigative Division; plans, develops and implements procedures for investigative activities: and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, law enforcement or a closely related field, plus one year of experience supervising staff in investigations which utilized scientific methods of criminal investigation; OR a bachelor's degree from an accredited college or university in criminal justice, law enforcement or a closely related field, plus one year of experience as an Investigator III (District Attorney) in Washoe County; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

P.O.S.T. Category II certification is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory and investigative staff.

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

Manage the activities of the Investigative Division of the District Attorney's office through the development, and implementation of goals, objectives, policies and procedures to establish how pre-trial investigations are conducted.

Oversee daily operations by: reviewing and recommending improvements in work methods, techniques, systems and equipment to facilitate effective operations and ensure that investigations are conducted properly and legally.

Coordinate investigations with and act as liaison to representatives of federal, state, county and local law enforcement agencies and District Attorney staff to stay informed, avoid duplication and facilitate successful case preparation and presentation.

Supervise supervisory and investigative staff, including: selection of staff; training in proper work methods and techniques, ensuring proper certification of investigative staff; assignment and review work; performance evaluations; implementation of discipline and conflict resolution procedures.

Submit an annual budget for the division by recommending expenditures, projecting and justifying program needs for equipment, supplies, and staffing to assist with the departmental budget preparation.

Monitor the preparation of evidence and investigative reports through the review of paperwork and documentation to ensure proper submission for court cases.

Direct and/or conduct complex, sensitive or high profile pre-trial criminal, civil, grand jury and other investigations by compiling evidence, locating witnesses and others, obtaining statements and other materials to ensure that evidence and documentation are legally admissible in court.

Initiate and maintain a variety of resource materials, files, and records (computerized and manual) related to activities of the Investigative Division.

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

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

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.

Countywide personnel procedures such as affirmative action, sexual harassment, discrimination, ADA, and EEO.

Budget development and fiscal control methods and techniques.

Computer software specific to the department/division.

State and local laws statutes, codes, regulations and standards applicable to areas of assignment, including criminal, investigative and trial procedures operating within Washoe County.

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

Ability to:

Plan, organize, and coordinate the activities of the Investigative Division of the District Attorney's Office.

Develop and present effective training programs appropriate to the intended audience.

Implement work methods and procedures that promote a safe working environment for employees and others and train staff in same.

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 methods and techniques.

Judicial procedures in criminal trials.

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.

Principles of Criminal, Constitutional, and Administrative Law.

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

Terms and acronyms commonly used in the assigned function.

Principles of general management, supervision, and training.

Skill to:

Safely and correctly use firearms and physical restraints authorized for use by the District Attorney's Office.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Recognize work methods and procedures that promote a safe working environment for employees and others.

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.

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

React quickly and calmly during emergency situations.

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

Read and follow street maps.

Operate a personal computer.

Write comprehensive, detailed narrative reports.

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 offsite locations. Ability to tolerate exposure to the elements. Ability to climb, stoop, crouch and kneel. Ability to lift and move objects weighing up to 50 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.