



CLASS SPECIFICATION

Class Code: 15525
Date Est: 8/2005
Last Rev: 1/2006
Last Title Chg:
FLSA: Exempt

CHIEF INVESTIGATOR (PUBLIC DEFENDER)

DEFINITION

Under direction, supervises and directs the work of investigative staff in the Public Defender's Office; performs criminal investigate work; 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, plus three years of investigative experience to include one year of defense experience which utilizes 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.

SUPERVISION EXERCISED

Exercises direct supervision over investigative staff.

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

Supervise investigative staff in the Public Defender's Office, including: make recommendations for staff selection; provide training in proper work methods and techniques, especially the rules of evidence, chain of evidence and rules for introduction of evidence in court; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures.

Manage the activities of the Investigative Division through the development and implementation of goals, objectives, policies, and procedures.

Obtain subpoenas and other legal process from the appropriate authority and execute the same.

Coordinate criminal pre-trial and other investigations for the Public Defender's Office by assigning cases to staff, monitoring the progress of investigations and conducting sensitive, complex or high profile case investigations to assist attorneys in the Public Defender's Office in the preparation and presentation of cases for defense.

Plan, develop and implement investigative/reporting procedures; develop and implement policies and procedures to provide guidelines for interactions with other agencies, law enforcement, and institutions.

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

Compile evidence, working with law enforcement agencies to obtain information; inspect and photograph crime scenes, gathering, marking and preserving evidence; examining and reviewing evidence, statements, and other materials to decide investigative follow-up on behalf of the Public Defender's Office.

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

Coordinate court appearances of victims and witnesses, working with law enforcement and court personnel to provide courtroom security or witness protection in sensitive and high profile cases.

Direct the preparation of and 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.

Oversee preparation of testimony.

Testify in court regarding actions, involvement, observations, and information obtained, related to investigations. Recommend expenditures, projecting and justifying program needs for equipment, supplies, and staffing to assist in budget development.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which 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.

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.

Terms and acronyms commonly used in the assigned function.

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

Countywide personnel policies such as affirmative action, sexual harassment, and discrimination.

Budget development methods and techniques.

Ability to:

Plan, organize, and coordinate the investigative functions of the Public Defender's Office.

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

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

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

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.

Principles of general management, supervision, and training.

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.

Direct the preparation of and prepare case components for court.

Establish rapport with and instill confidence in defendants, 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 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 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.

Approved WERCCS Job Evaluation Committee

Date August, 2005