INVESTIGATOR I (DISTRICT ATTORNEY)

DEFINITION

Under close supervision, performs criminal investigative work in the District Attorney'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, law enforcement or a closely related field, plus one year of investigative experience which utilized scientific methods of criminal investigation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Current, valid, active Nevada P.O.S.T. (Peace Officers’ Standards and Training) Category I or II certification from Nevada POST is required at the time of application.

Applicants for this classification must meet P.O.S.T. requirements as established in NAC 289.110 and NAC 289.205 (2) in its entirety. NAC 289.110  NAC 289.205

Must be 21 years of age at the time of application.

Must be a United States Citizen at time of appointment.

Must pass a Physical Agility Test Nevada POST Fitness Standards

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

DISTINGUISHING CHARACTERISTICS

This is the first level in the Investigator (District Attorney) class series. Work assignments may be limited in nature and/or reviewed more frequently than the journey level Investigator II (District Attorney) 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/or participate in criminal pre-trial investigations for felony, misdemeanor and juvenile cases and non-support welfare and welfare fraud cases to assist attorneys in the District Attorney’s Office in the preparation and presentation of cases for prosecution.

Locate witnesses and coordinate court appearances; perform background investigations on individuals; obtain statements as part of the evidentiary process by interviewing witnesses, suspects, defendants, informants, co-defendants, and other relevant parties.
Obtain warrants, subpoenas and other legal process from the appropriate authority; execute same by locating parties named in each document and performing in-person service of document to named party; apprehend and arrest law violators in conjunction with other assigned duties.

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 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 conduct and/or participate in investigations of cases involving civil litigation handled by the District Attorney's Office.

**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 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.

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.

**Skill to:**
Safely and correctly use firearms and physical restraints authorized for use by the District Attorney’s Office.

**Ability to:**
Independently conduct investigations.

Prepare case components for presentation in court.

Establish rapport with and instill confidence in victims, witnesses, and other 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.

React quickly and calmly during emergency situations.

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.*