INVESTIGATOR II (DISTRICT ATTORNEY)

DEFINITION

Under general supervision, performs journey level criminal investigative work in the District Attorney's Office; 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, AND two years of investigative experience 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, AND one year of experience as an Investigator I (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 I or II certification from the State of Nevada is required at the time of application.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Investigator (District Attorney) series. It is distinguished from Investigator I (District Attorney) 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, civil, pre-trial and initial investigations for felony, misdemeanor and juvenile cases, and welfare fraud cases to assist attorneys in the District Attorney’s Office in the preparation and presentation of cases for prosecution.

Compile evidence, working with local law enforcement agencies to obtain information; inspect and photograph crime scenes, gathering and preserving evidence; examine and review evidence, statements and other materials to determine necessary investigative follow-up on behalf of the District’s Attorney’s Office.

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 assist other law enforcement agencies with investigations, including participating in interagency task forces.

May conduct investigations initiated by the Grand Jury, the County Commissioners and others.

May conduct 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.

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.

Ability to:
Independently plan and direct the work of others in the conduct of 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 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.
**Skill to:**
Safely and correctly operate firearms, emergency vehicles, and control and restraint devices authorized for use by the District Attorney’s Office.

**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.

Establish rapport with and instill confidence in victims, witnesses, others connected with investigations and members of other law enforcement agencies.

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.*