DEFINITION

Under general supervision, supervises criminal investigative work in the District Attorney's Office; performs sensitive and complex investigations; 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 three 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 II (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 Nevada State is required at the time of application.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Investigator (District Attorney) class series. It is distinguished from Investigator II (District Attorney) by its responsibility for planning, assigning and reviewing investigations, including supervision of investigative staff. In addition, incumbents perform sensitive or complex investigations.

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.)

Coordinate criminal pre-trial and other investigations for the District Attorney’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 District Attorney’s Office in the preparation and presentation of cases for prosecution.

Supervise investigative staff in the District Attorney’s Office, including: 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; coach and mentor assigned staff; implement discipline and conflict resolution procedures.

Compile evidence, working with law enforcement agencies to obtain information; examine and review evidence, statements and other materials to decide investigative follow-up on behalf of the District’s Attorney’s Office.

Locate witnesses, conduct background investigations and 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.

Obtain warrants, subpoenas and other legal process from the appropriate authority and execute same; apprehend and arrest law violators in conjunction with other assigned duties.

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.

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 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.

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 District Attorney’s Office.

Select, supervise and evaluate the performance of assigned staff.

Recognize work methods and procedures that 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.

**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.

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 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.*