



## **DISTRICT ATTORNEY CRIMINAL INVESTIGATOR I**

**ESSENTIAL JOB DUTIES:** Performs a broad range of peace officer duties in carrying out major criminal investigations under the direction of the Chief Investigator, the District Attorney and his or her Assistant District Attorney and Deputy District Attorneys. Travel in and out of state may be required for work and training. Duties will include field work, writing of reports, the making of arrests, preparation and execution of search warrants, preparation of cases for trial, testifying in court, location and transportation of victims and witnesses to court, and all related activities. It is anticipated that this employee will prepare his or her own reports on a word processor and become competent in the use of the District Attorney's case management system and other law enforcement computer and software systems. District Attorney Criminal Investigators will be expected to initiate, pursue, and conclude major criminal investigations, including homicides, peace officer involved shootings, adult and child sexual assaults, and financial crimes as well as any other investigative and support duties arising out of the work of the District Attorney's Office.

District Attorney Criminal Investigators are expected to develop special expertise in the investigation and reporting of public assistance fraud cases and parental child abduction cases, and to keep such records as are required by the State of California regarding public assistance investigation activities and statistical reporting.

District Attorney Criminal Investigators must possess exemplary teamwork skills, as they are called upon to regularly work with partner law enforcement agencies (State, Federal, and County) as well as other County agencies and with local nonprofit organizations providing services to victims of crime.

District Attorney Criminal Investigators may, at the discretion of the District Attorney and the Chief Investigator be assigned to work with the Inyo County Major Investigations and Narcotics Team, an interagency cooperative law enforcement team.

### **EMPLOYMENT STANDARDS**

#### **Experience/Training/Education:**

**Level I:** Must possess a minimum of three years experience with a California law enforcement agency and a Basic P.O.S.T. certificate; must have no felony convictions.

**Knowledge of:** Criminal law (substantive and procedural); the law of evidence; investigative techniques; elements of effective testimony.

**Abilities:** Must possess strong writing skills; strong verbal communication and interview skills; strong analytical skills in the context of identifying the factual and legal requirements of a given charging section; and word processing skills.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand and walk, climb and descend stairs; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Special Requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles. Position entails significant driving within Inyo County and frequently requires travel outside Inyo County. Must successfully complete a pre-employment background investigation, psychological examination, and physical examination, including drug screen. May be required to complete a physical agility examination.