



DISTRICT ATTORNEY INVESTIGATOR ASSISTANT

THIS IS A NON-SWORN CIVILIAN POSITION

ESSENTIAL JOB DUTIES: Under the direct supervision of the Chief Investigator and/or the Criminal Investigator, performs a broad range of non-sworn duties. Such duties may include, but are not limited to; administrative investigations involving computer databases searches and compilation of information obtained therefrom, conducting early fraud detection and public assistance fraud investigations in cooperation with Health and Human Services employment and eligibility department, occasional field work including routine interviews of witnesses and service of subpoenas on non-hostile witnesses, searching for and locating witnesses, providing assistance in preparing cases for trial, testifying in court, locating and transportation of victims and non-hostile witnesses to court, and other related trial preparation and case development 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. This position may involve working outside of normal business hours including nights, weekends and holidays. Travel in and out of state may be required for work and training.

Depending on knowledge and training, the District Attorney Investigator Assistant may be assigned to assist District Attorney Investigators with the collection of evidence and processing of crime scenes, maintaining and cataloging evidence in the possession of the District Attorney's office, and preparing diagrams, sketches and other visual aids for use in investigation and trial.

The District Attorney Investigator Assistant must possess exemplary teamwork skills, as he or she may be 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.

The District Attorney Investigator Assistant does NOT possess peace officer status and shall not make arrests, author search warrants, seize property or carry a firearm unless otherwise authorized by law.

EMPLOYMENT STANDARDS

Experience/Training/Education: Minimum of a high school diploma or equivalent, with two years of related work experience. College coursework in criminal justice,

administration of justice, police science or a related field may be substituted for experience on a year-for-year basis.

Knowledge of or ability to learn: Criminal law (substantive and procedural); the law of evidence; investigative techniques; elements of effective testimony. Prior successful employment in a criminal justice or social service agency is preferred, but not required.

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. Must be able to establish and maintain effective working relationships with co-workers, court personnel, allied law enforcement agencies, victims and witnesses, other governmental agencies, and the public. This position requires a high degree of initiative, maturity, loyalty, accountability, discretion and good judgment. Must be able to maintain confidentiality and control of sensitive information.

Special requirements: Must possess a valid class C operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation prior to employment.

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 40 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.