

# **PROSECUTING ATTORNEY'S INVESTIGATOR**

## **JOB PURPOSE AND SUMMARY**

Investigators within this classification are assigned to one of two areas of responsibility: Criminal and Civil investigations or Child Support and Paternity. In each of these assigned areas incumbents are expected to facilitate the work of the Prosecuting Attorney's Office by applying specialized knowledge and skills to trace information and people, conduct interviews of a sensitive and sometimes volatile nature, seek out and identify evidence, serve subpoenas and determine information needed. Investigators work independently, make decisions about work priorities and case status, and receive limited oral and written directions. Completed work is under continual review for inclusion in assigned cases.

Investigators have extensive contact with law enforcement and non-law enforcement agencies, as well as a wide range of individuals in business and government to obtain required information for case preparation. Personal contact is also initiated with witnesses, complainants, victims, suspects and informants in the course of investigation. Contact of this type may involve hostile, unpredictable individuals.

## **CLASSIFICATION DISTINCTIONS**

The Prosecuting Attorney's Investigator works as a part of a team consisting of Deputy Prosecuting Attorneys, legal assistants, secretaries and in some instances, victim advocates. It is a stand alone classification reporting to the Sr. Deputy Prosecuting Attorney for the assigned team. Positions function with limited supervision and exercise no supervision.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Interview suspects, victims, complainants, respondents, potential expert witnesses, witnesses and informants. Review interview results, determine and recommend its value to case development and strategy. Secure sworn written statements as necessary from interviewees.
- Research, identify and evaluate documents and other potential evidence related to assigned cases. Insure chain of custody for all physical evidence. Contribute to determination of charges based upon evaluation of documents and reports.
- Assist in and contribute to development of case theory and trial strategy and monitor case development for new leads and theory modification.
- Investigate all claims or occurrences against the County, its employees and elected officials as requested by civil staff attorneys.
- Write reports of findings, attempts to serve legal documents, and related matters for files and inclusion in case development and management.

- Develop and prepare exhibits, graphs, maps and other items needed for court proceedings.
- Testify in Court regarding investigative results.
- Trace and locate missing persons, paternity respondents, or those charged with commission of crimes.
- Serve subpoenas and summons to witnesses.
- Present factual information in court on field observations and investigations of criminal cases.
- Serve as liaison between Prosecuting Attorney and other law enforcement and non-law enforcement agencies.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree or equivalent in Police Science, criminology or related field and three to five years of investigative experience in government or private industry.
- Or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

### **Job Related Requirements:**

- A motor vehicle operator's license and evidence of a safe driving record.
- Pass a comprehensive background investigation including a review of the following: military, employment, neighborhood, and credit history, and psychological profile.
- Obtain and make appropriate use of concealed weapons permit.

**Knowledge of . . .** methods and techniques of criminal investigation and identification and preservation of evidence; modern police practices and methods of enforcing laws of arrest, search and seizure, and evidence; firearms and ballistics; legal terminology used in criminal and civil actions; crime scene investigation and the identification and preservation of evidence.

**Ability to . . .** interview witnesses, suspects, complainants, witnesses, and informants to obtain relevant information; establish and maintain effective working relationships; write reports in a clear, concise manner; use basic computer applications such as word processing and

spreadsheets; explain complex legal proceedings to individuals; obtain a concealed weapons permit; use firearms; communicate with a wide range of individuals with varied backgrounds.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

Most of the work is performed in an office setting and requires the ability to listen attentively and communicate effectively, orally and in writing and the exercise of visual acuity. Some work is conducted in the field and may require exposure to adverse environmental conditions, unpleasant elements at crime or death scenes and interaction with hostile and emotional individuals. Field and office work may involve unpredictable circumstances and hazards. Requires ability to stand, walk, grasp, move quickly in critical moments.

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