

## DISTRICT ATTORNEY'S INVESTIGATOR I

### **Definition:**

Under supervision, assists in obtaining, preserving and reporting admissible evidence for presentation by the prosecutor to the criminal courts; and conducts interviews.

### **Distinguishing Characteristics**

This is the entry level within the District Attorney's Investigator series. Incumbents perform investigative tasks according to established procedure. Promotion within the series may be considered on a merit basis after meeting standards for the next higher level and upon appropriate recommendation of the District Attorney and approval by the Director of Personnel.

### **Essential Functions:**

- Conducts investigations in cases to be tried by the District Attorney's staff.
- Locates, interviews and interrogates suspects and witnesses; completes reports and obtains criminal complaints when appropriate.
- Performs pre-trial investigations and assists the trial attorney with witnesses and evidence needed for trial.
- Conducts examinations of physical evidence and documentation related to cases pending trial.
- Conducts primary investigations as assigned.
- Testifies in court concerning the evidence gathered in pre-trial investigations.
- Maintains liaison with law enforcement officers from various agencies.
- Attends staff conferences to discuss policies, procedures, and progress of cases.
- Is on call at any time of the day or night for major crime investigations.
- Uses a computer to enter, edit, research, and maintain data.
- Performs other related duties as assigned.

### **Employment Standards:**

Possession of a valid Basic P.O.S.T. Certificate AND Three (3) year of law enforcement experience in a City, County, State or Federal law enforcement agency. Qualifying federal law enforcement experience must include a federal law enforcement academy of 10 weeks or longer. Applicants must meet all requirements for peace officer status that are mandated by the California Government Code and Peace Officer Standards and Training (POST) Regulations for the class of Investigator.

**License:** Possession of a valid unrestricted California Driver's license.

**Knowledge of:** the substantive and procedural California criminal law; laws of arrest, search and seizure, rules of evidence, admissibility of confessions and statements of witnesses; care and use of firearms;

**Ability to:** observe and remember names, faces and situations; to use good judgment in situations specific to the position of District Attorney Investigator; to read and comprehend legal material; adopt quick effective courses of action with regard to surrounding hazards and circumstances; write clear concise reports; understand and follow oral and written directions; use a computer to perform job related duties.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.