

## **Investigative Aide**

### **Definition:**

Under direction, performs a variety of investigative tasks, including the location of persons in criminal, civil, child protective services, and child support cases and the service of process.

Persons in this classification are primarily assigned to locate persons involved in criminal, civil, and child support and child protective services cases and to effect the service of process on behalf of the District Attorney's Office, the Department of Child Support Services, and the Department of Human Services. Incumbents must be willing and able to work anywhere in Kern County, including high crime areas, day or night alone and with minimum supervision.

### **Essential Functions:**

- Performs locate services primarily for the Criminal Divisions of the District Attorney's Office, Department of Child Support Services, and child protective services, using the California Law Enforcement Telecommunications System (CLETS), the Kern Criminal Justice Information System (CJIS) and other available computer sources as needed.
- Examines public and private records for personal history and other data.
- Locates and effects service of process on persons involved in criminal, civil, child protective services, and child support cases by personally searching for such persons.
- Handles and diffuses hostile situations involving people who may attempt to avoid service of criminal subpoenas or summons and complaints in child support cases, and who may have outstanding warrants for their arrest.
- Processes and serves documents such as legal motions, subpoenas, orders and complaints.
- Collects, preserves, identifies and records objects of evidence.
- Testifies in court as to the development and presentation of evidence.
- Assists in the transportation and travel scheduling of witnesses.
- Interviews case participants, witnesses, and other interested parties at the request of and under the supervision of staff attorneys.
- Performs related duties as required.

### **Positions Assigned to the Department of Child Support Services:**

- Obtains routine stipulations for DNA parentage testing, and stipulations to paternity only in cases where the alleged father is incarcerated.
- Makes entries in child support computer system to record actions taken in cases.

### **Employment Standards:**

High School Diploma, G.E.D. or equivalent AND one (1) year of experience in investigative work, skip tracing, serving and processing legal documents or law enforcement.

OR

Two years of education at an accredited college or university with an emphasis in criminal justice, psychology, sociology or related field.

Possession of a valid Class C California Driver's license.

**Knowledge of:** standard office equipment such as computers and printers; computerized technology; Microsoft Office Suite and Adobe Photoshop and other basic computer aided programs; investigative techniques; de-escalation techniques; research methods; training techniques and report writing methods.

**Ability to:** accept and complete responsible assignments without close or immediate supervision; understand, interpret and apply basic laws, rules and written directions in specific situations; establish and maintain effective working relationships; establish and maintain appropriate and accurate records.

**Supplemental:**

A background check may be conducted for this classification.

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.