

MONO COUNTY  
AT-WILL  
NON-EXEMPT

CLASS CODE:  
DATE ESTABLISHED: 02/04  
DATE REVISED: 08/17

## CHIEF DISTRICT ATTORNEY INVESTIGATOR

**DEFINITION:** Under direction of the District Attorney to conduct criminal and civil investigations involving the gathering of evidence for the apprehension and prosecution of persons violating the laws. This is an at-will non-exempt position. Employment status is under the sole authority and direction of the District Attorney.

**DISTINGUISHING CHARACTERISTICS:** This position classification is a full supervisory level position with the responsibility for the overall supervision, operation and administration of the investigative branch of the District Attorney's Office and the Mono County Investigative Unit which operates within the District Attorney's Office. Responsible for supervision, administration, reviewing and evaluating the work of the Unit. In addition, providing investigative support to the District Attorney and the agency's trial attorneys countywide. Investigations are conducted on serious felonies and other cases and serve as the District Attorney's enforcement arm with responsibility for the service of criminal and civil process, identification, detection and apprehension of suspects and witnesses arising out of cases for criminal and civil prosecution.

**REPORTS TO:** The District Attorney and Assistant District Attorney.

**CLASSIFICATIONS SUPERVISED:** Supervisory Position. In charge of supervising a multi-agency staff of Investigators located within the District Attorney's Office. May also direct the work of clerical support staff.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** *(Essential functions, as defined under the American with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Investigates actual and suspected law violations, including cases of a difficult and complex nature; gathers, preserves, analyzes, and reports evidence; conducts field investigations and searches crime scenes; interviews and interrogates complainants, suspects, witnesses, and other persons to obtain information; recommends to attorneys the filing of criminal complaints; writes reports, and assists attorneys in the preparation of cases for trial; investigates the personal background of complainants, suspects, and witnesses; testifies in court regarding evidence and investigations; arrests suspected criminals; conducts investigations for the Grand Jury and background investigations of applicants for employment with the District Attorney's Office; conducts live and photo identification line-ups; executes search warrants and court orders upon criminal suspects to secure blood/bodily fluid samples for evidence and determination of infection for HIV and other communicable diseases; participates in, executes, and conducts search warrant operations, surveillances and undercover investigations; travels via automobile, air, and other modes of public transportation, out of state and out of the country with little notice; assists in the transportation of prisoners, witnesses, and victims over long distances; sends and receives teletype printouts; operates radio, mobile and base station police radio equipment, mobile and land line telephones and paging equipment and conducts polygraph examinations following completion of accredited training within 18 months of employment; loads, transports, and stores evidence; operates technical investigative equipment such as tape recorders, cameras, and electronic sound equipment; explains District Attorney policies, procedures as well as applicable laws and regulations to the public, other government agencies, witnesses, suspects, and victims; prepares and maintains statistical and operational logs, records and reports, and maintains computer databases relevant to assignments; monitors and responds to security alarms located in assigned county facilities; may be assigned to investigate police officer-involved incidents, employee incidents; consumer and insurance fraud, hazardous materials violations, child abductions and criminal/grand jury investigations involving public officials; may be assigned to drug and other law enforcement multi-agency task forces; may investigate family support cases and apprehend persons suspected of violating family support laws; and performs other related work as required

**TYPICAL PHYSICAL REQUIREMENTS:** Requires the ability to sit at desk and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; drive vehicles for long distances; and depending upon assignment, lift and/or move up to 50 pounds occasionally; possess sufficient physical ability and strength to defend self and deal with potentially violent and/or aggressive individuals; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective sight and hearing discriminations and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**TYPICAL WORKING CONDITIONS:** Work is performed in an office, a courtroom, and in the field environment with frequent contact with staff and the public. The incumbent may work nights and will be subject to call-outs by phone or in the field when necessary. At times, the Incumbent may be exposed to dangerous situations and conditions.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles, methods, techniques, of crime investigation;
- Criminal law, including the rules of evidence, arrest, search and seizure;
- Public Administration and Conservatorship cases;
- Techniques of interviewing and interrogating witnesses;
- Federal and State laws, local ordinances, and rules and regulations;
- Supervision, organizational and time management practices;
- Modern office practices and technology, including the use of computers for data and word processing;
- English usage, spelling, grammar, and punctuation;
- Business letter and report writing.

**Ability and willingness to:**

- Gather, preserve, analyze and report evidence;
- Draw logical conclusions and formulate sound recommendations;
- Communicate clearly and concisely, both orally and in writing;
- Interpret, analyze and apply federal, state, and local laws, rules and regulations, policies and procedures;
- Exercise sound and honest independent judgment within general policy guidelines;
- Prepare complex records, reports and recommendations;
- Travel throughout the county and beyond for completing investigations;
- Establish and maintain effective working relationships with the members of the public, law enforcement personnel and with those contacted in the course of the work;
- Represent the County effectively in meetings with others and make presentations to various groups;
- Use computers for work;
- Supervise staff;
- Build relationships with allied agencies.

**REQUIRED TRAINING AND EXPERIENCE:**

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

*Education:* Completion of 30 semester or 45 quarter units at a recognized college, including 12 semester or 18 quarter units in Criminal Justice, Administration of Justice, Criminology, Law Enforcement or a closely related field. **AND/OR**

*Experience:* Prior work as a District Attorney Investigator is preferable however, a minimum of ten (10) years, in a sworn status, in a civilian governmental law enforcement agency is also qualifying. Experience should include at least three (3) years of criminal and/or civil field investigative experience.

*Supervision:* Prior supervision experience is also preferred but not required if prior work experience will show the ability to handle such responsibilities.

**SPECIAL REQUIREMENTS:** Incumbents must: possess or obtain by appointment date a valid California driver's license and have the ability and willingness to travel; must live within a reasonable distance from place of employment in order to respond to call-outs, **possess a Supervisory P.O.S.T. certificate or have completed Supervisory training at the P.O.S.T. level**, an Intermediate or Advanced P.O.S.T. certificate is also preferred, complete and pass a comprehensive background clearance and physical examinations.

\*\*This position is a highly visible position and an extremely important liaison to the public and allied agencies for the District Attorney and the District Attorney's Office. Expertise, Professionalism, Relationships and Integrity is demanded and expected. As a representative of the District Attorney, much is asked of this position. Availability to the District Attorney's Office or to Allied agencies is needed and the successful candidate is expected to be available whenever possible. There is no stand-by or call-out pay however when appropriate, overtime pay is provided when responding and/or providing assistance.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*