

DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST

DEFINITION

Under general direction administers, plans, organizes, and supervises the coordination of a variety of District Attorney investigative and trial functions; is responsible and provides Administrative leadership; leads investigations in fraud and financial crime, represents the District Attorney with state, local, and community organizations and other government agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This position is an advanced investigative position with responsibility for managing witness coordination during the investigation and prosecution of crime; with investigating financial crime and for organizing data and evidentiary documents for use by the prosecution and for presentation to a jury. The incumbent investigates white collar crime, fraud and complex financial crimes and coordinates with other law enforcement agencies, with financial institutions and professional organizations in collecting, analyzing and organizing evidence. This position represents the District Attorney with the victims of crime and arranges travel and other services for victims and witnesses during hearings and trials.

REPORTS TO

The District Attorney or the Senior DA Investigator

CLASSIFICATIONS DIRECTLY SUPERVISED

Legal Services Assistant I or II, or District Attorney Investigative Assistant

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EXAMPLES OF DUTIES

- Plans, directs, coordinates, and conducts criminal, family support, child abduction, and other investigations.
- Gathers, assembles, preserves, and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Investigates financial crimes and analyses financial statements, preparing complex financial reports for use by the prosecutor.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search or arrest.
- Uses and maintains surveillance devices, photographic equipment, and recording equipment.
- Works closely with the Plumas County Sheriff's Office on criminal investigations.
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis.
- Provides trial attorneys with paralegal assistance in evidence review and evaluation, as well as preparation of cases for trial.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions.
- Assists with Grand Jury investigations and presentations.
- Researches hidden assets and actual ownership of suspect business enterprises.
- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.
- Keep statistics and provides records and reports for use by prosecutors.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction instances.
- Coordinates witness appearances, working closely with the prosecutor to arrange travel, schedule testimony, provide care for them while waiting and sometimes to persuade and assure witnesses to keep them engaged.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye- hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

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TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Assign, schedule, supervise and evaluate staff.
- Analyze and evaluate financial and statistical data, researching and gathering information from a wide variety of sources.
- Interpret and analyze possible financial fraud and summarize data for use by prosecutors.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships with various agencies involved in these criminal justice and related activities.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Qualifications needed for this position:

Two (2) years of experience performing criminal or civil investigations,

OR

Successful completion of the courses required for a major from an accredited four (4) year college or university in criminology, law enforcement, criminal justice or related field.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Completion of a course outlined in Penal Code §832 with qualifications to testify in court.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.