



OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF LASSEN

Susan M. Rios
District Attorney

2950 Riverside Drive, Suite 102
Susanville, California 96130

(530) 251-8283
(Fax) (530) 251-2692

September 10, 2024

Lassen County Board of Supervisors

Re: NEW Chief District Attorney Investigator Job Description

Sirs,

The District Attorney respectfully requests your consideration and approval of our enclosed job description for the Chief DA Investigator position. This position is intended to replace the current position of Sr. DA Investigator, and is reflected in the proposed FY 24/25 budget. This position will be reimbursable through Prison Prosecution at least 50% of the time.

The Sr. DA Investigator job description no longer reflects the true nature of the job. Creating the Chief DA Investigator position would put the Lassen County DA's Office in line with other counties. Job descriptions from Nevada, Butte, Shasta and Siskiyou are attached hereto. We would like to create a position to allow growth both in house, or as an option to an officer within another agency or from another county.

This job description has been sent to the bargaining unit for comment and none was received. Therefore, it is ripe for your approval.

Thank you for your consideration.

Respectfully,

S. Melyssah Rios
Lassen County District Attorney



CLASS TITLE:	Chief D.A. Investigator	CLASS CODE	DA07
DEPARTMENT:	District Attorney	UNIT	POA-SU
REPORTS TO:	District Attorney	FLSA STATUS	NON
BOARD APPROVAL	Pending	RANGE	24

JOB SUMMARY

This is the advanced journey level of the DA Investigator series. Will plan, organize, conduct and coordinate investigations in criminal, civil, and administrative matters as determined by the County of Lassen District Attorney.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the District Attorney. Provides direction, training, and supervision to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Conducts criminal, civil, and administrative investigations, which include interviewing complainants, suspects and witnesses, analyzing and evaluating their statements; conducting surveillance; and using surveillance devices, photographic equipment and recording equipment; following up on potential leads, collecting and processing evidence and preparing various court documents.

Receives general request for investigation through the District Attorney and other law enforcement agencies.

Prepares and serves subpoenas, arrest and search warrants as necessary.

Provides court testimony as a case or expert witness.

Gathers, assembles and preserves facts and evidence. Prepares comprehensive investigative and/or other reports.

Conducts computer and other file searches to locate transient clients and witnesses.

Maintains custody of evidence.

Provides a variety of support for legal staff and other law enforcement agencies.

Effectively represents the District Attorney’s Office in contacts with the public, other County staff, and other law enforcement agencies.

Guides and assists investigative staff; provides coaching, counseling and professional assistance on case processing, investigative skills and professional responsibilities.

Evaluates reports submitted by law enforcement agencies for filing consideration; reviews documents and reports for follow-up investigation and communicates those needs to agencies.

Serves as the District Attorney liaison for High Desert State Prison.

Meets with representatives of a variety of agencies to facilitate communications among those groups and the District Attorney’s office; assist with investigations conducted by other agencies.

Evaluates new and proposed legislation, regulations, and court decisions to determine impact on investigation practices, policies, and procedures, and identifies and implements required changes.



Maintains and upgrades professional knowledge, skills and developments.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Associates degree or equivalent from a two-year college in Criminal Justice or a related field from an accredited college or university **AND**

Four years of full-time professional experience as an investigator in a D.A.'s office **OR** eight years professional investigative experience in a police or sheriff's office with two years in a supervisory capacity.;

Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Licenses and Certifications

Possession of a valid California Driver's License.

Possession of valid Advanced Peace Officer Standards & Training (POST) and Supervisor POST Certificates and completion of Range Weapons Training. Or the ability to complete within one year.

Possession of Management Certificate within one year of appointment; Possession of Executive Certificate within three years of appointment issued by the Commission on Peace Officer Standards and Training.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Departmental policies, procedures, rules regulations and the limitations of departmental authority.

Practices and methods of criminal investigation and identification.

Law enforcement techniques and principles of identification, preservation and presentation of evidence

Pertinent local, State and Federal laws, ordinances and rules.

Rules of evidence and court procedure.

Use and care of firearms

Principles and practices of work safety.

Ability to:

Use law enforcement techniques, to include interviewing and interrogation; collection and preservation of evidence; arrest control; and effective courtroom testimony.

Gather, assemble, analyze and present facts and evidence and draw logical conclusions.

Analyze and evaluate statements of witnesses or suspected violators

Conduct effective interviews and investigations

Testify in court

Prepare comprehensive correspondence and reports.



Use firearms proficiently.

Manage multiple tasks; organize and manage multiple priorities.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of information.

Physical Demands and Working Conditions

The physical demands and work environment 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.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel. On a regular basis, employee may be required to sit at a desk, and in meetings for long periods of time; drive for periods of time, intermittently twist, stoop, bend and/or climb to reach equipment; may need to climb, walk and run over uneven terrain, perform simple and power grasping, pushing, pulling and fine manipulation; and occasionally lift up to 100 pounds. Ability to speak and hear conversationally, to walk and stand. Specific vision abilities required by this position include close vision, distance vision, and the ability to focus rapidly. Must be physically able to restrain a suspect. Work may be performed in an office environment with little exposure to outdoor temperatures or dirt and dust. However, employee may be required to be outside in weather extremes. May come in contact with members of the public who are argumentative, confrontational, or agitated, and may encounter hostile and violent behavior at times.

The employee will have substantial interaction with the public and staff and work with individuals in high stress situations. Must be able to analyze and resolve possible threats or dangers; quickly shift priorities; defend him/herself from suspects; and maintain weapons qualifications.



County of Nevada
Chief of District Attorney Investigations

CLASS CODE	L130	SALARY	\$4,421.17 - \$5,397.34 Biweekly \$9,579.20 - \$11,694.24 Monthly \$114,950.40 - \$140,330.88 Annually
ESTABLISHED DATE	February 20, 2024	REVISION DATE	February 20, 2024

Definition and Class Characteristics

Under general direction, to plan, organize, direct, and supervise the activities of the Criminal Investigations and Public Assistance Fraud divisions in the District Attorney's Office; to coordinate investigation activities with other sections of the District Attorney's Office, County departments, and other law enforcement agencies; to personally conduct the most complex and sensitive investigations of criminal and civil law; and to perform related work as required.

This classification manages the District Attorney Investigative division consisting of criminal investigations and public assistance investigations. It reports directly to the District Attorney or Assistant District Attorney. The position requires initiative and considerable independence of judgment in order to make decisions within broad and general policies and procedures. The classification is distinguished from the District Attorney Investigator position due to the former's functioning at a full management level and responsibility for planning, organizing and evaluating the work of the assigned staff.

Examples of Duties

Essential:

- Supervises and directs the Criminal Investigation division and District Attorney Investigators assigned to the Public Assistance divisions.
- Consults with the District Attorney in the formulation of investigative plans, policies and procedures.
- Plans, directs, and reviews the work of the investigators assigned to the criminal division and public assistance unit.
- Evaluates employee performance, counsels employees and effectively recommends disciplinary action and other personnel decisions.
- Develops and implements short-range and long-range department objectives, assigns projects, and monitors work flow to ensure efficient organization and completion of work.
- Provides leadership, direction and coaching to District Attorney Investigators in the areas of performance, problem resolution, planning and work assignments.
- Serves as liaison between investigations and the District Attorney's office; provides highly technical assistance to the Assistant District Attorney and District Attorney.
- Prepares budget requests for personnel and equipment and develops grant proposals as required.
- Identifies training needs and directs and conducts the instruction and training of subordinates.
- Interprets and ensures uniform adherence to departmental policies and procedures relating to investigative activities of the department.

- Establishes and maintains inter-agency rapport and cooperation with other law enforcement and protective agencies.
- Monitors and reviews trends in law enforcement and criminal justice. Stays informed of current investigative techniques and recommends operational and policy improvements.
- Reviews and participates in the more complex criminal cases and investigations. Confers with Local, State and Federal law enforcement agencies in regard to prosecution or investigative matters assigned to the Department. Recommends effective courses of action.
- Directs the collection and compilation of statistics and prepares statistical summaries and activity reports of functions being managed.
- Represents the Department to outside agencies and organizations; participate in outside community and professional groups and committees.

Important:

- At the direction of the District Attorney, may provide investigative services to the Grand Jury.

Knowledge and Skills Required

Knowledge of:

- District Attorney's Office policies and procedures, rules of evidence, current law enforcement techniques and procedures.
- Statutes and laws pertaining to District Attorney's operations, criminal justice system, and court operations.
- Pertinent local, State and Federal rules, regulations and laws as related to investigations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Rules of evidence pertaining to the search, seizure and preservation of evidence.
- Budgetary principles and practices, financial reporting.
- Employee supervision, performance goal setting and evaluation.

Skill in:

- Assessing and prioritizing multiple tasks, projects and demands.
- Analyzing, identifying and implementing solutions to extremely complex legal and enforcement issues.
- Conducting complex and/or specialized investigations.
- Planning, organizing, assigning, reviewing and evaluating the work of the investigative staff.
- Preparing clear and concise reports, correspondence and other written materials.
- Using computer technology and applications in the performance of daily activities.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Developing and monitoring complex budgets.

Education and Experience Required

12 years of increasingly responsible law enforcement experience and 30 college credits and California Advanced POST certificate or above; OR

AA/AS degree from an accredited college or university, with major coursework in criminal justice, and 9 years of increasingly responsible law enforcement experience, 2 of which are supervisory, and California Advanced POST certificate or above; OR

BA/BS degree from an accredited college or university, with major coursework in criminal justice, and 6 years of increasingly responsible law enforcement experience, 2 of which are supervisory, and California Advanced POST certificate or above; OR

BA/BS degree from an accredited college or university, with major coursework in criminal justice, and 6 years of increasingly responsible law enforcement experience, 2 of which are comparable to Nevada County's position of District Attorney Investigator; and California Advanced POST certificate or above.

Licenses and Certificates

Possession of a valid California driver's license within 30 days of hire. Must show proof of application to California POST Advanced certificate program at the time employment application is submitted. Must obtain California POST Advanced certificate within 60 days of hire. Proficiency with firearms and qualifications as a peace officer under Penal Code 832.

Physical Demands and Working Conditions

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. Mobility and strength to lift and carry objects weighing up to 50 pounds, to bend, stoop, crouch, climb and occasionally run. Mobility to respond to emergency situations. Vision to read handwritten and printed materials and a computer screen. Hearing and speech to communicate in person and by telephone. Willingness and ability to accept assignments in various cultural, physical, behavioral and environmental settings. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

Other Requirements

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.



Butte County
Chief Investigator

CLASS CODE	11130	SALARY	\$68.54 - \$91.85 Hourly \$5,483.20 - \$7,348.00 Biweekly \$11,880.27 - \$15,920.67 Monthly \$142,563.20 - \$191,048.00 Annually
ESTABLISHED DATE	July 01, 2022	REVISION DATE	July 01, 2022

Summary

FLSA: Exempt

DEFINITION

Under general direction, manages, reviews, coordinates, and directs the overall operation of the District Attorney's Investigation Bureau staff, programs and functions; Assures compliance of Bureau's activities with state and federal laws and county policies; conducts the most complex and significant investigations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney. Exercises direct supervision over lower levels of investigative staff.

CLASS CHARACTERISTICS

This is the top investigative position in the District Attorney's Office; it is the full supervisory-level class in the Investigator series that exercises independent judgment on diverse and specialized investigations with accountability and ongoing decision-making responsibilities associated with the work. Incumbents have a designated peace officer status, pursuant to penal code section 830.1, and are responsible for providing investigative support for a variety of District Attorney and law enforcement cases. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day investigations of felony, misdemeanor, juvenile, and other cases and is responsible for providing technical level support to the District Attorney in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

Essential Job Functions

EXAMPLES OF TYPICAL JOB FUNCTIONS

Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plans and implements goals, objectives, policies, procedures and work standards for the Investigation Bureau; develops systems and standards for program evaluation and assures the Bureau's activities are in compliance with all laws, policies, regulations and goals.
- Oversees Bureau operations; evaluates and analyzes issues and recommends and implements solutions; prioritizes and assigns projects; identifies and monitors long and short-range goals and objectives.
- Develops and monitors Bureau budget; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs Bureau projects including grants and capital projects.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Guides and assists investigative staff; provides coaching, counseling and professional assistance on case processing, investigative skills and professional responsibilities.
- Directs, conducts and/or supervises and participates in complex and/or specialized investigations related to a variety of criminal, civil, juvenile and conservatorship cases.
- Evaluates reports submitted by law enforcement for filing consideration; reviews documents and reports for follow-up investigation and communicates those needs to agency; functions as the primary District Attorney liaison with law enforcement.
- Assists in the initial phases of major investigations; assists agencies with obtaining search warrants and legal direction; prepares warrants of arrest and search warrants.
- Meets with representatives of a variety of agencies to facilitate communications among those groups and the District Attorney's office; assist with investigations conducted by other agencies.
- Evaluates new and proposed legislation, regulations, and court decisions to determine impact on investigation practices, policies, and procedures, and identifies and implements required changes.
- Testifies in court to verify information/data collected during investigations; analyzes and evaluates police, court, and other records for use in court.
- Prepares warrants of arrest and search warrants.
- Prepares and maintains a variety of reports related to the caseload.
- Performs related duties as assigned.

Minimum Requirements-Education, Certification and Licenses

Knowledge of:

- District Attorney's Office policies and procedures, rules of evidence, current law enforcement techniques and procedures.
- Law enforcement management principles, practices and methods, and current law enforcement trends.
- County, state and federal laws, regulations and ordinances and the California criminal justice and court systems, procedures and protocols.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices of law enforcement, including crime scene and arrest and custody procedures.

- Advanced principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.
- Criminal grand jury proceedings.
- Basic budgetary practices and principles, grant protocols and financial reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Prepare clear and concise periodic and special reports relating to investigative work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within legal, general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Associate's degree from an accredited college or university with major coursework in police science, law enforcement, criminal justice, or a related field; and

Eight (8) years of law enforcement experience, including three (3) years of law enforcement supervisory experience.

Certifications and Licenses:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a Management or higher certification issued by the California Commission on Peace Officer Standards and Training.

Environmental Factors and Conditions/Physical Requirements

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and specialized equipment.

WORKING CONDITIONS

- The principal duties of this class are performed in an office or field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes.
- Also includes an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Subject to physical harm such as dangerous vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- Subject to extended periods of intense concentration in review of crime scenes, investigation details, and law enforcement

ADDITIONAL REQUIREMENTS

- Must be willing to work emergencies and on evenings, weekends, and holidays.
- Must meet minimum standards as described in California Government Code Sections 1029 and 1031.

EQUIPMENT AND TOOLS UTILIZED

- Equipment utilized includes a motor vehicle, personal computer, fax machine, and standard office equipment.

- Special equipment utilized includes emergency equipped vehicles; firearms; impact baton; two-way radios; cameras; EID unit (Taser); radar units; pepper spray; blood, drug, and chemical analysis kits.

Disaster Service Worker

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



County of Shasta

Chief District Attorney's Investigator

CLASS CODE	G510M	SALARY	\$56.71 - \$72.38 Hourly \$4,536.46 - \$5,790.00 Biweekly \$9,829.00 - \$12,545.00 Monthly \$117,948.00 - \$150,540.00 Annually
ESTABLISHED DATE	September 01, 1984	REVISION DATE	February 11, 2011

DEFINITION

Under direct supervision from the District Attorney and Assistant District Attorney, to plan, organize, supervise and participate in the investigation of complaints and criminal matters submitted to the District Attorney's Office; and to perform related work as required. The Chief Investigator is responsible for the overall operation and supervision of the Bureau of Investigations. This management position is a sworn peace officer pursuant to 830.1(a) of the California Penal Code.

EXAMPLES OF ESSENTIAL DUTIES

Develops and implements case processing procedures for the establishment, monitoring, enforcement of criminal matters; provides technical assistance to the staff attorneys responsible for the preparation of civil and criminal cases involving child abductions; assigns, supervises and participates in the investigation of cases relating to welfare fraud, insurance fraud, and general crimes; serves as technical resource within the department on regulations and procedures relating to program activities; assist with the preparation, presentation and maintenance of the various program budgets; maintains liaison with other agencies and organizations to maximize necessary coordination; routinely prepares comprehensive correspondence and reports; supervises investigations in a wide variety of criminal matters, consumer protection complaints, embezzlements and internal affair matters. Responsible for planning, organizing and coordinating program operations of the Bureau of Investigations; supervises the Deputy Chief Investigator and Supervising Investigators of divisions within the Bureau of Investigations; assists in the preparation of special studies and surveys; supervises and assigns cases to subordinate investigators; confers with the District Attorney and Assistant District Attorney and other County officials and other governmental agencies and organizations regarding law enforcement activities; reviews investigator's work to assure compliance with laws, rules, regulations, professional standards, and established policies; assists the investigative staff with difficult or unusual problems; directs the activities of the Bureau of Investigations; responsible for the development and maintenance of Bureau of Investigations programs; prepares written reports and correspondence; may represent the Bureau of Investigations before interested groups and individuals; keeps records and prepares correspondence and reports; assists in developing and maintaining departmental procedures and policies; responsible for assessing, locating and presenting training for the Bureau of Investigations; responsible for the selection, training, development and discipline of personnel.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Principles of supervision and training; methods and techniques of investigation; principles of identification, preservation and presentation of evidence; rules of evidence pertaining to search and seizure and laws of arrest; pertinent provisions of the California Welfare and Institutions Code, Health and Safety Code, Business and

Professional Code, and the Civil Code.; Federal and State claiming regulations and procedures; principles of statistical analysis; techniques of interviewing, interrogation and collection; Peace Officer Standards and Training (POST) policies and training standards; ensure adherence to POST standards for background investigations; principles of budget preparation and maintenance.

Ability to: Plan and organize the work of a subordinate staff; supervise and train others; revise and implement policies and procedures; keep accurate financial records and controls; gather, assemble, analyze and present facts and evidence and draw logical conclusions; conduct interviews and investigations effectively; prepare comprehensive correspondence and reports; maintain the POST training standards and records for subordinate staff; use firearms proficiently; operate a motor vehicle lawfully and safely; establish and maintain cooperative working relationships with those contacted in the course of work.

NOTE: These employment standards are typically attained with two years of experience comparable to that of a District Attorney's Investigative Supervisor with Shasta County.

SPECIAL REQUIREMENTS: Possession of a valid California driver license; possession of a valid Specialized Law Enforcement Certificate or possession of a valid basic certificate issued by the Commission on Peace Officer Standards and Training (POST); possession of a Supervisory certificate issued by the Commission on Peace Officer Standards and Training (POST) within one year of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

REV 02-11

REV 10-06

REV 06-89

NEW 09/84

CS299



County of Siskiyou
Chief District Attorney Investigator

CLASS CODE	1823	SALARY	\$43.69 - \$55.80 Hourly \$3,495.20 - \$4,464.00 Biweekly \$7,572.93 - \$9,672.00 Monthly \$90,875.20 - \$116,064.00 Annually
BARGAINING UNIT	Sheriff's Management	ESTABLISHED DATE	January 07, 2019
REVISION DATE	October 01, 2023		

Description

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.
For exact salary information please refer to the current salary schedule, County Website*

DEFINITION

Under the direction of the District Attorney, the Chief Investigator is responsible for the overall operation and supervision of the District Attorney Investigator's unit; to plan, organize, conduct, and coordinate investigators referred to the District Attorney's Office; and to do related work as required. This management position is a sworn peace officer pursuant to 830.1(a) of the California Penal Code. This classification is a for cause, exempt position.

DISTINGUISHING CHARACTERISTICS

This is a single position class with general responsibility for the management and supervision of operational and law enforcement functions within the District Attorney's Office. The incumbent may perform the more complex investigative work as necessary. The Chief Investigator has the responsibility and authority to investigate and address all issues related to the performance and conduct of the Investigative staff.

REPORTS TO

District Attorney

CLASSIFICATIONS SUPERVISED

District Attorney Investigators classifications

Examples of Duties

ESSENTIAL FUNCTIONS

Plans, organizes, directs, and manages the investigative functions of the District Attorney's Office; provides

supervision, direction, training, work assignment and evaluation for assigned staff; has responsibility for hiring of new employees; assists with the preparation, administration, and implementation of the department budget; develops the investigation budget and controls expenditures; serves as advisor to the Grand Jury on investigative matters; oversees and conducts background investigations and certifies the backgrounds of prospective District Attorney and Court employees; reviews and approves investigative reports prepared by subordinates; coordinates communication with other law enforcement agencies; oversees the service of subpoenas, summons, complaints, and other criminal and civil processes; prepares and implements policies in consultation with District Attorney; conducts internal affairs investigation; performs the full scope of investigative work, including the more complex investigation, as needed in criminal, family support, and child abduction investigations; supervises, and gathers, assembles, preserves, and reports facts and evidence; interviews complainants, suspects, and witnesses, analyzing and evaluating their statements, 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; assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist bases; provides trial attorneys with 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; supervises or conducts investigations regarding a wide variety of criminal matters, including apprehension of suspected offenders; investigates white-collar crime, such as consumer fraud, corporate securities, stock/bond transactions, and false/misleading promotions; researches hidden assets and other specified areas as directed; investigates alleged violations of Revenue and Taxation Codes and Election Laws. Responsible for assessing, locating and presenting training for the DA Investigator staff; responsible for the selection, training, development and discipline of personnel.

Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, and court procedures, rules of evidence pertaining to search and seizure and the preservation of evidence.
- Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- Interviewing techniques.
- Purposes, procedures, and legal constraints of the Grand Jury.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.
- Budget development and expenditure control
- Principles of supervision, training, and employee evaluation.

Desired Skills:

- Plan, organize, and manage the investigative functions of the District Attorney's Office.
- Supervise, train, coordinate, and evaluate the work of assigned staff.
- Develop and implement investigative policies and procedures.
- Gather and analyze investigative, financial and statistical 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.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individual/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.

- Use firearms proficiently

Typical Qualifications

Training and Experience:

Any combination of training 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:

Two years of experience performing criminal or civil investigations, preferably including experience in a lead or supervisory capacity.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

Special Requirements:

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of valid Advanced Peace Officer Standards & Training (POST) and Supervisor P.O.S.T. certificates and completion of Range Weapons Training.

Possession of Management Certificate within one year of appointment; Possession of Executive Certificate within three years of appointment issued by the Commission on Peace Officer Standards and Training.

Supplemental Information

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special investigative equipment; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 lbs. without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, outdoor, and driving environment; work is performed in varying temperatures; continuous contact with other staff and the public.