



## **CHIEF INVESTIGATOR**

**DEFINITION:** To perform under the direction of the District Attorney a wide variety of criminal investigations and conduct investigations in civil cases, the prosecution of which come under the jurisdiction of the District Attorney; supervises the Investigation Division; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:** Under general direction, supervises and administers the activities of an investigative unit requiring the regular and continued supervision of assigned subordinate investigators; plans, directs, and supervises the activities of the Investigation Division of the District Attorney's Office; directs and conducts the most difficult and important investigations and performs a variety of administrative and investigative tasks for the District Attorney.

**ESSENTIAL JOB DUTIES:** Investigates known and suspected violations of the law including consumer fraud; locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony; reviews and evaluates a variety of records to secure information concerning suspected crimes; prepares detailed and comprehensive reports on all phases of investigations; establishes and maintains effective working relationships with other law enforcement and governmental agencies; may assist other law enforcement agencies with investigations; establishes and maintains contact with informational sources; assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants, and suspects and obtaining necessary evidence including laboratory and polygraph tests; testifies in court; serves subpoenas and arrest warrants; prepares and executes search warrants; prepares appropriate post-judgment actions; develops and prepares necessary correspondence, reports, personnel, and budgetary justifications; may conduct special investigations for the Grand Jury; other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education/Experience/Certification:** Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education); PLUS five years of District Attorney Investigator experience or its equivalent and possession of a POST Advanced Certification. In addition, must obtain a POST Middle Management Certificate within 24 months from the date of hire. Must meet the minimum standards of employment required of a Peace Officer as set forth in Title II of the California Administrative Code.

Must meet and maintain current physical ability requirements for an Investigator with the Inyo County District Attorney's Office.

**Knowledge of:** Principles, methods, and techniques of investigation including the gathering and presentation of evidence; criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, and consumer fraud, rules of evidence, courtroom procedure, and administration of justice.

**Ability to:** Obtain information through interview, interrogation, and observation; enforce the law firmly, impartially, and tactfully; analyze situations and people accurately and adopt an effective course of action; carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision; care for and use firearms; prepare and review comprehensive reports; supervise assigned subordinate personnel; establish and maintain effective working relationships; prepare correspondence and maintain records.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles and maintain during term of employment.