



CLASSIFICATION NO. 151
Revised: 2/77, 9/91, 7/23, 3/24
FLSA: Exempt
EEO: 4

DISTRICT ATTORNEY INVESTIGATOR

CLASS CHARACTERISTICS

Under direction, to investigate and analyze criminal cases to be prosecuted or presented to the grand jury; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The District Attorney's Office prosecutes crimes committed in Clackamas County and provides legal and support services to ensure expedient criminal prosecutions, child support enforcement and assistance to crime victims.

The District Attorney Investigator is a journey level classification responsible for investigating criminal cases, analyzing police reports and evidence, and assisting Deputy District Attorneys in preparing cases for trial.

The District Attorney Investigator classification differs from the District Attorney Investigator, Senior which performs work on the more complex cases, and assigns and reviews the work of investigators and clerical support personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Conducts investigations; locates, interviews, and provides legal service to individuals with cases assigned to the division's enforcement agents such as victims and witnesses; interviews suspects, defendants and law enforcement personnel; photographs crime scenes; transports evidence; analyzes evidence findings, police reports and other records and documents; prepares written reports; serves as a member of the Clackamas Interagency Major Crimes Team to respond to major incidents in Clackamas County and adjoining agencies.
2. Assists Deputy District Attorneys with trial preparation; gathers, assembles, and reports on facts, statements, affidavits, and other information for use in legal actions; obtains additional witnesses and/or evidence; may testify in court concerning investigative findings; may serve subpoenas.
3. Analyzes assigned police reports, investigations, and complaints; examines evidence to determine if it supports criminal charges; ensures all investigative leads have been exhausted; makes recommendations as to whether case meets standards for prosecution.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles, practices, and techniques of criminal investigation; techniques of interrogation and identification and preservation of physical evidence; methods and use of scientific investigative equipment; use of witnesses; criminal report preparation; procedures of the criminal justice system and related judicial practices applicable to criminal law, including courtroom testimony; investigative procedures and resources of local law enforcement agencies; basic techniques of photography, fingerprinting; statutes and related case law on evidence, death investigations, arrests for probable cause, search and seizure subpoenas and court orders.

Some knowledge of: Serology and related medical analysis practices; crime lab procedures; bar press guidelines.

Skill to: Communicate effectively, both orally and in writing; obtain information and evidence through observation, examination of records, interviews with witnesses, victims and suspects; interpret and analyze police reports; prepare clear and concise reports, correspondence and affidavits; testify clearly, thoroughly and credibly in court and before the grand jury; analyze and respond quickly to emergency situations; develop and maintain effective working relationships with law enforcement personnel, government officials, County employees, the media and the public; photograph crime scenes; perform arrests; transport witnesses and prisoners; implement security procedures.

WORKING CONDITIONS

Duties outside the office setting require walking, standing, squatting, bending, balancing, fine motor control, and may involve exposure to slippery and/or uneven surfaces, adverse weather conditions, and unpleasant elements at crime/death scenes.

Availability on an "on call" basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

Certified as a Basic Police Officer by the Oregon Department of Public Safety Standards and Training (DPSST) OR meet DPSST criteria to become recertified within four (4) months of hire

The following licensure/certifications are required within three (3) months of employment:

- First Aid Training
- CPR Training

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/16