



CLASSIFICATION NO. 152

Established: 2/77

Revised: 6/86, 9/91

FLSA: Exempt

EEO: 4

DISTRICT ATTORNEY INVESTIGATOR, SENIOR

CLASS CHARACTERISTICS

Under direction, to conduct and coordinate the investigation, analysis and evaluation of criminal cases to be prosecuted or presented to the grand jury; to serve as liaison with law enforcement agencies; 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, Senior is a single position classification responsible for coordinating the activities and staff within the investigative division, including investigation of criminal cases, analysis and evaluation of police reports and evidence, assisting Deputy District Attorneys with case preparation and extradition of fugitives. The incumbent performs work on the more complex cases, and assigns and reviews the work of investigators and clerical support personnel.

The District Attorney Investigator, Senior differs from the District Attorney Investigator which investigates criminal cases and assists in preparing cases for trial, but does not have administrative or lead work responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of investigative and administrative support staff, including Major Crimes Team; assigns and reviews work; makes recommendations to District Attorney on hiring and disciplinary actions.
2. Conducts investigations; interviews witnesses, suspects, defendants and law enforcement personnel; responds to and photographs crime scenes; analyzes evidence findings, police reports and other records and documents; prepares written reports.
3. Assists Deputy District Attorneys with trial preparation; gathers, assembles and reports facts, statements, affidavits and other information for use in legal actions; obtains additional witnesses and/or evidence; testifies before Grand Jury and in court concerning investigative findings; serves subpoenas; coordinates training for Major Crimes Team members.

4. Receives and evaluates 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.
5. Initiates and responds to extradition requests; files fugitive complaints with other states; supervises the return of fugitives; makes travel arrangements and dispatches agents to escort fugitives; coordinates the return of fugitives to other states.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods and techniques of homicide, criminal and officer-involved shooting investigation; identification and preservation of evidence; procedures of the criminal justice system; investigative procedures and resources of local law enforcement agencies; techniques for witness location; basic techniques of photography, fingerprinting, recordkeeping and reporting; statutes and related case law on evidence, death investigations, arrests for probable cause, search and seizure subpoenas and court orders.

Some knowledge of: Techniques of supervision; serology and related medical analysis practices; firearms and ballistics; crime lab procedures; forensic pathology and autopsy procedures; bar press guidelines.

Skill to: Prioritize investigations and plan and organize work for assigned staff; communicate effectively, both orally and in writing; obtain information and evidence through observation, examination of records, interviews with witnesses, victims and suspects; analyze and evaluate 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 nine (9) 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)

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