



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4121-017
CLASS TITLE:	<b>Chief District Attorney Investigator</b>
FLSA DESIGNATION:	Non-Exempt
RANGE/STEP:	Range 298 (Step A-F \$4,311 - \$5,503)

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#### **JOB SUMMARY:**

To plan, organize, and supervise investigative operations within the District Attorney's Office and to perform a variety of technical tasks relative to the investigation and prosecution of cases such as code enforcement, and welfare fraud investigation, which are not all-inclusive. This position reports directly to the District Attorney.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a fully experienced District Attorney Investigator classification. Incumbents conduct the full range of criminal and civil investigations with minimal direction and supervision. In addition, incumbents are "on-call" at any time for crime scene investigations.

#### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, 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. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for investigations; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in investigative activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate investigation activities with those of other departments and outside agencies and organizations; serve as a liaison to State and Federal law enforcement agencies; review and implement new State and Federal policies and procedures on the county level.
- Performs investigative duties including interviewing suspects, witnesses, and other persons involved in assigned cases; researching and reviewing background information; locating individuals; conducting surveillance operations, etc.
- Investigate the most difficult and complex cases; provide direction and leadership to assist on assigned cases.

- Reviews delinquent-related files; and obtains arrest warrants as necessary.
- Prepare correspondence including correspondence to other agencies regarding assigned cases; coordinate the preparation of court summonses; serve court subpoenas.
- Arrest individuals when appropriate.
- Receives and responds to inquiries from clients and others involved in cases; handles client disputes and complaints.
- Performs general office work as required, which may include but is not limited to preparing reports, legal documents, and correspondence, attending meetings, entering and maintaining computer data, copying and filing documents, and ordering supplies.
- Potential train and supervise employees within the District Attorney's Office.
- Write, apply and administer grants related to the District Attorney's Office, Forensic Interviewing Victim Witness, Code Enforcement and Welfare Investigator.
- Performs all other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Organize, supervise and implement a comprehensive investigative program.
- Principles, practices, methods, and procedures of criminal and civil investigations.
- Pertinent Federal, State, and Local laws, codes, and regulations.
- Principles and procedures of search and seizure.
- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Business letter writing and report preparation.
- Modern office procedures, methods, and equipment.
- English usage, spelling, grammar, and punctuation.
- Basic arithmetic.

**Skill in:**

- Investigate criminal cases as needed.
- Interview a variety of people while investigating a case.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Safely and effectively, perform duties while following county policy and procedures.
- Analyze situations quickly and objectively to determine proper course of action.

**Ability to:**

- Effectively represent the District Attorney's office at all times within the community, other agencies, and other law enforcement agencies in a professional and respectful manner.
- Ability to maintain a positive working relationships with other county departments and offices, other governmental agencies and other community organizations.
- Gather and analyze investigative data.
- Prepare clear, concise and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Ability to use a smartphone.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices

**EDUCATION AND EXPERIENCE**

Any combination of education and experience/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Minimum Qualifications**

**Licensing and Certification:**

Graduation from an accredited two-year college with a degree or successful completion of a minimum of (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 P.O.S.T. Advanced Certification.

Must meet the minimum standards of employment required of a Peace Officer as outlined in Title II of the California Administrative Code. Must meet and maintain current physical ability requirements for an Investigator with the Modoc County District Attorney's Office.

Must possess a valid California driver's license issued by the Department of Motor Vehicles and maintained during the term of employment.

**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 the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- Sit for extended periods frequently.
- 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 pounds without assistance.
- Corrected hearing and vision to normal range.
- Verbal communication.
- Use of office equipment including computers, cell phone, telephone, calculators, copiers, and Fax.

**Working Conditions:**

Work is performed in-office, outdoor, and in driving environments; work is performed in varying temperatures; continuous contact with staff and the public. Must be able to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections, working in exposure to various weather conditions, and carry items such as tools, files, books or boxes of paper for distances of up to 100 feet in the performance of inspection and office activities. Assigned work is performed in an office/public meeting environment and in an outdoor environment. Work will be performed in a variety of weather conditions including heat, cold, rain and snow. Continuous contact with County staff, management, state and federal agency representatives, the general public, and outside organizations/agencies.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) 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.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc 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.**

*Position created and approved by the Board of Supervisors on July 26, 2022  
Effective: August 1, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
EF2A34A9225D4FE...  
**Human Resources and Risk Manager Director**

**Approved as to form:**

DocuSigned by:  
  
5F86F557A7934E6  
**County Counsel**

**Received and filed by:**

DocuSigned by:  
  
0B99E01A7F1F4E6  
**Clerk of the Board**