



LANE COUNTY
N4620
N4621
Established 07/14/07
Updated 04/14/10
Updated 06/15/10
(Previous Job Code:
G007)

INVESTIGATOR

CLASS SUMMARY: To assist Deputy District Attorneys in all phases of case preparation and trial in assigned work areas; to plan and conduct investigations into a variety of cases; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Lead Investigator or Management staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Prepares cases for trial after charges have been filed; assists Deputy District Attorneys, public officials and law enforcement officers in determining steps necessary in the preparation and presentation of cases.
2. Assists in determining need for further investigation, plan of inquiry; outlines proposed scope, timing and direction of investigation.
3. Conducts original investigations particularly in the areas of public corruption and major fraud.
4. May make arrests and transport offenders to jail; serve subpoenas and warrants of arrest; book prisoners.
5. May provide security for the District Attorney's Office and Courthouse courtrooms.
6. Participates with Deputy District Attorney in preparing cases by developing exhibits to insure they are admissible, properly documented and can be understood by the jury.
7. Determines list and order of witnesses and information to be elicited from each.
8. Examines, evaluates and analyzes records, statements, affidavits and other information having a bearing on cases, obtains evidence and conducts fact finding according to the rules of evidence through such methods as interviews of witnesses and suspects, observation, interrogation and collection of physical evidence to establish facts that prove or disprove allegation.
9. Prepares documents requesting the issuance of search warrants; locates missing witnesses or suspects, serves subpoenas to difficult, hostile and/or uncooperative witnesses.

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10.	Coordinates examination of witnesses and suspects with specialized professional people in such areas as fingerprints, polygraph examiners, ballistics, metal striation, psychiatrists and physicians.
11.	Decides when a case is complete; whether evidence is sufficient to pursue the case criminally, civilly or to close case.
12.	Prepares and presents findings in clear, concise and properly documented formal report, establishing proof of facts and evidence, sufficient to be used in a court or before a grand jury.
13.	Testifies in court and before grand juries when necessary.
14.	May arrange for transportation and/or lodging for witnesses; transport witnesses to and from court.

Knowledge of (position requirements at entry):

- Principles, practices, methods and techniques of investigations and covert investigations.
- Laws governing criminal investigations and confidentiality.
- Rules of evidence as applied to criminal and civil cases.
- Techniques of interrogation and of the identification and preservation of physical evidence.
- Legal sources of obtaining information.
- General procedures used by grand juries in criminal investigations and by courts in criminal trials.
- Common business practices and records, including accounting documents.
- Conduct and coordinate complex criminal investigations.

Ability to (position requirements at entry):

- Prepare cases for trial.
- Judge applicability of pertinent statutes, precedents and intent of laws and rules to investigation.
- Determine legal sufficiency of evidence and decide whether to continue investigation.
- Effectively interview witnesses and suspects and deal with people in stressful situations.
- Objectively analyze and evaluate conflicting information from various sources.
- Prepare clear, comprehensive written reports.
- Testify effectively in criminal proceedings before courts and grand juries.
- Use firearms and restraining devices as assigned, cameras and video equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in criminal justice, criminal law, social work, or a related field to assigned area. Three years of responsible experience in conducting investigations directly related to area assigned.

Licensing Requirements (positions in this class may require):

Note: A comparable level of training and experience necessary for at least intermediate certification as a Police Officer by the State of Oregon Department of Public Safety Standards and Training may be necessary in some assignments.

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Classification History:

Deminimus change 6/15/10 adding Job code N4621, a non-Police & Fire PERS designation.
N4620 is Police & Fire PERS eligible.

Change in grade (Job Code G007 to H4620) approved on August 29, 2007 by Lane County Board
Order 07-8-29-17.

Deminimus changes allowing classification to be used in a broader scope of investigative areas
approved by Acting Human

Resources Director 4/14/10.

FLSA Status: Non-Exempt