

SENIOR INVESTIGATOR - PUBLIC DEFENDER

County of Tulare

DEFINITION

To investigate criminal matters referred to the Public Defender's Office and gather evidence and testimony for presentation in court; and to act as a lead worker to investigators in the Public Defender's Office.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Supervising Attorney or a higher-level management position within the department. Technical supervision may be provided by an Attorney II-IV.

Responsibilities include the lead supervision of investigators in the Public Defender's Office.

DUTIES

Assign and review the work of investigators in the Public Defender's Office.

Train investigators on investigation procedures and techniques, report writing, and process serving.

Investigate felony and misdemeanor crimes by gathering, assembling, preserving and reporting facts and evidence.

Locate, contact and interview witnesses and other persons who may provide information pertinent to the case.

Visit scenes of alleged crimes or other places to ascertain and evaluate physical, material and environmental factors and documents for use in court as supporting evidence.

Photograph and sketch alleged crime scene.

Arrange for lineups and prepare photo lineups.

Assemble and prepare evidence for court presentation.

Make travel arrangements for out-of-town witnesses.

Assist attorneys in court by taking notes on and analyzing testimony.

Testify in court as required.

Act as liaison between Public Defender's Office, clients and other governmental agencies.

Serve subpoenas and other legal documents.

Prepare reports and documents.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Basic math sufficient to calculate time and distance.
- Investigative practices, procedures and techniques.
- Gun types and ballistics information.
- Photographic equipment and techniques.
- Office policies on investigations.
- Various legal codes such as Business and Professional, Penal, Vehicle, Health and Safety and Civil Codes pertinent to cases.
- Court procedures to provide assistance to attorneys in case preparation.
- Government record-keeping systems to research information.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Assign and review the work of investigators.
- Independently plan investigations.
- Locate persons not wishing to volunteer information.
- Organize, assemble, analyze, and evaluate information to formulate conclusions and make recommendations.
- Evaluate evidence.
- Read and understand legal documents and codes.
- Retain and recall facts pertaining to cases to give accurate testimony in court.
- Communicate verbally with persons of various socio-economic and educational backgrounds.
- Interview to obtain needed information.
- Prepare clear concise and accurate reports using correct grammar and punctuation.
- Accurately and legibly record information.
- Follow and give verbal and written instructions.
- Deal effectively with people in various emotional states.
- Establish effective working relationships with fellow employees and others.
- Give accurate testimony in court.

Education:

Equivalent to completion of the twelfth grade supplemented by college coursework in criminal justice, paralegal studies, or related field

Experience:

- Eight (8) years of increasingly responsible experience in conducting criminal investigations, defense investigations or experience as a private investigator.

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Equivalency for Experience:

- Bachelor's degree in criminal justice, paralegal studies, or related field may substitute for up to four (4) years of the required experience.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

- Gun types and ballistics information.
- Observation and surveillance techniques.
- Various legal codes such as Business and Professional, Penal, Vehicle, Health and Safety and Civil Codes pertinent to cases.
- Court procedures to provide assistance to attorneys in case preparation.
- Government record-keeping systems to research information.
- Proficient in digital forensic tools, including Cellebrite UFED, for extractions, and analysis of mobile device data relevant to criminal defense investigations.

Skill/Ability to:

- Speak Spanish or other second language as required.

License or Certificate:

- Possession of, or ability to obtain, certification in criminal defense investigations through the Defense Investigator Training Academy.

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Supplemental Information

Overtime Status: Eligible
Probation: Six (6) Months
BU: 03