



CLASS SPECIFICATION

Class Code: 60001013
Date Established: 04/1980
Last Reviewed: 07/2023
Last Revised: 07/2023
Last Title Change:
FLSA: non-exempt
Probation: 12 months

INVESTIGATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of duties involved in serving legal documents to witnesses, victims and defendants in criminal and civil matters; performs simple investigative functions; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in public safety, security or working in a legal setting; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Successfully complete and obtain certification as a qualified user of National Crime Information Center and Nevada Criminal Justice Information Systems (NCIC/NCJIS) within six months of employment.

A valid driver's license is required at the time of appointment.

Must be 21 years of age at the time of application.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Locate missing witnesses, victims, and defendants utilizing various sources and procedures including computer databases, skip-tracing procedures, the county jail, telephone calls and other methods customarily used by law enforcement agencies; interview family members, employers, friends, neighbors, and others to obtain information regarding the whereabouts of witnesses.

Serve subpoenas and other legal documents including writs, summons, orders to appear, notices of forfeiture and related items to witnesses, victims and defendants in criminal and civil matters including juvenile, non-support and consumer protection matters.

Assist in the processing of background investigations.

Retrieve and maintain current data on various computer systems and records management systems, including information on witnesses, victims, defendants, and applicants.

Advise appropriate staff and agencies of obtained field information as necessary.

Maintain communication during daily field activities using approved communication devices.

Testify in court as necessary.

Maintain complete and accurate logs and records of activities including records of subpoenas served; write reports and letters as necessary.

Transport and deliver materials to various agencies; transport briefs to the State Supreme Court and legal documents to other courts when necessary; deliver analyses, medical records, and crime lab reports to proper authorities.

Assist in the coordination, communication and appearance of witnesses or victims for court as necessary to assist Investigations staff and Deputy District Attorneys.

Assist agency staff with the preparation of criminal or civil casework.

Ensure that vehicles and equipment are maintained and serviced when necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Federal, State, and local laws, rules, and regulations that apply to the assigned function.

Legal process, including pre-trial, trial, sentencing, post-sentencing, and appellate proceedings.

Court process, including testimony procedures, evidence, evidence retrieval, and appearance schedules of witnesses.

Operating characteristics of the departmental computer information system, including procedures used in the retrieval and update of data.

Occupational hazards and standard safety precautions.

Ability to:

Operate a two-way radio and approved communication devices.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Obtain information through interviews and evaluate its relevance to objectives.

Effectively handle frightened or uncooperative witnesses and victims and persuade them to testify in court.

Assess circumstances and situations for potential danger and take appropriate actions.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and procedures of record keeping and reporting.

Numerical, alphabetical, and subject matter electronic and hard copy filing systems and online platforms.

Principles and techniques used in dealing with the public in stressful and/or hostile situations.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Ability to:

Interact effectively with a variety of individuals under potentially adverse, hostile, or stressful situations.

Complete and maintain accurate, complete records and write clear, concise reports.

Maintain confidentiality of data and information.

Plan and organize work to meet schedules and deadlines.

Read and comprehend a street and/or area map.

Communicate effectively, both orally and in writing.

Operate all office equipment and assigned devices.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *Essential duties require the following physical skills and work environment:*

Candidates must complete and pass a background investigation and be willing to submit a set of fingerprints.

Candidates for Sheriff's Office must pass a Computerized Voice Stress Analysis (CVSA) examination.

Ability to sit, stand, walk, run, kneel, crouch, squat, twist, climb, lift 40 lbs., and travel to different sites and locations. Ability to tolerate exposure to cold, heat, noise, and the outdoors.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.