



CLASS SPECIFICATION

Class Code: 60001030 (ER)
Date Established: 07/1973
Last Reviewed: 03/2024
Last Revised: 03/2024
Last Title Change: 04/2013
FLSA: non-exempt
Probation: 12 months

DA INVESTIGATOR I

DEFINITION

Under close supervision, performs criminal investigative work in the District Attorney's Office; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, law enforcement or a closely related field, AND one year of investigative experience which utilized scientific methods of criminal investigation; OR an equivalent combination of training and experience.

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate.

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

Must be a United States Citizen at the time of application.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Must possess a current and valid Nevada Commission on Peace Officer's Standards and Training (P.O.S.T.) Basic category I or II certification from Nevada POST at the time of appointment and must be maintained for continued employment in this classification.

Out of state applicants must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289.200.

Out of state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher score within one (1) year.

Must meet P.O.S.T. requirements as detailed in Nevada Administrative Code (NAC) 289 as well as meet the minimum standards for appointment, per NAC 289.110 in its entirety.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the DA Investigator I/II classification series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. It is distinguished from the DA Investigator II classification in that incumbents perform work assignments which are more limited in nature and are assisted by more senior investigative staff. Work performed by a DA Investigator I is more frequently directed and reviewed than that of a DA Investigator II.

SUPERVISION EXERCISED

Exercises no supervision.

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

Conduct and/or participate in criminal pre-trial investigations for felony, misdemeanor and juvenile cases and non-support welfare and welfare fraud cases to assist attorneys in the District Attorney's Office in the preparation and presentation of cases for prosecution.

Locate witnesses and coordinate court appearances; perform background investigations on individuals; obtain statements as part of the evidentiary process by interviewing witnesses, suspects, defendants, informants, co-defendants, and other relevant parties.

Compile evidence, collaborate with local law enforcement agencies to obtain information; inspect and photograph crime scenes, gather and preserve evidence; examine and review evidence, statements, and other materials to determine necessary investigative follow-up on behalf of the District's Attorney's Office.

Obtain warrants, subpoenas, and other legal process from the appropriate authority; execute same by locating parties named in each document and performing in-person service of document to named party; apprehend and arrest law violators in conjunction with other assigned duties.

Prepare evidence and write investigative reports for submission in court; prepare visual aids, drawing large-scale diagrams and/or developing models of crime scenes.

Initiate and maintain a variety of resource materials, files, and records (computerized and manual) related to cases investigated and information gathered.

Testify in court regarding actions, involvement, observations, and information obtained, as it relates to assigned investigations.

May assist other law enforcement agencies with investigations, including participating in interagency task forces.

May conduct investigations initiated by the Grand Jury, the County Commissioners, and others.

Perform arrests safely and within the confines of the law.

May conduct and/or participate in investigations of cases involving civil litigation handled by the District Attorney's Office.

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/divisional policies and procedures.

Federal, state, and local laws statutes, codes, regulations, and standards applicable to areas of assignment, including criminal, investigative, and trial procedures operating within Washoe County.

Terms and acronyms commonly used in the assigned function.

Management information systems, web-based platforms and databases, and software used in the assigned area.

Rules of evidence, including the protocol for handling, preserving, and presenting evidence and its legal admissibility.

Principles of criminal, constitutional, and administrative law.

Research methods and available resources for obtaining information and documentation necessary to prepare a case for the prosecution.

Ability to:

Independently conduct investigations.

Interview witnesses and victims, gather evidence and prepare written reports, notes and other documentation related to the prosecution of criminal cases.

Safely and correctly operate radios, firearms, emergency vehicles, control and restraint devices, and other safety equipment authorized for use by the District Attorney's Office.

Prepare case components for presentation in court.

Establish rapport with and instill confidence in victims, witnesses, and others connected with investigations.

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

Knowledge of:

Scientific investigative methods and procedures, including interviewing and witness locate methods and techniques.

Judicial and criminal trial procedures.

Rules of criminal evidence.

Ability to:

Apply scientific methods of criminal investigation.

Obtain evidence and information by observation, through interview and physical collection.

Analyze and evaluate data, evidence, and statements and formulate logically supported conclusions.

Read, interpret, and apply pertinent laws, statutes, codes, and regulations, including administrative and departmental policies, and procedures.

React quickly and calmly during emergency situations.

Read and follow street maps.

Operate a personal computer.

Write comprehensive, detailed narrative reports.

Communicate in a clear, concise manner both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Work is performed in a professional office environment and various indoor and outdoor offsite locations. Ability to tolerate exposure to the elements. Ability to climb, stoop, crouch and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to operate office and investigative equipment including computers, telephones, calculators, copiers, FAX machines, still and video cameras, and audio/video recording equipment.

Must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289 in its entirety for continued employment in this classification.

Incumbents are required to:

Pass the Nevada P.O.S.T. physical fitness standards per Nevada Administrative Code (NAC) 289.300 and maintain P.O.S.T. requirements.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen and psychological examination.

Incumbents may:

Occasionally be required to work various shifts and days, including Saturdays and Sundays.

Use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities, as required.

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