



CLASS SPECIFICATION

Class Code: 60001032 (ER)
Date Established: 07/1973
Last Reviewed: 04/2025
Last Revised: 04/2025
Last Title Change: 07/2024
FLSA: non-exempt
Probation: 12 months

DA INVESTIGATOR SUPERVISOR

DEFINITION

Under general supervision, supervises criminal investigative work in the District Attorney's Office; performs sensitive and complex investigations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of investigative experience which utilized scientific methods of criminal investigation AND a bachelor's degree from an accredited college or university in criminal justice, law enforcement, or a closely related field; OR one year of experience as a DA Investigator II in Washoe County AND a bachelor's degree from an accredited college or university in criminal justice, law enforcement or a closely related field; 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 Certificate 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 supervisory level in the DA Investigator series class series. It is distinguished from Investigator II (District Attorney) by its responsibility for planning, assigning, monitoring, and reviewing criminal investigations, supervision, and training of sworn investigative and civilian support staff, as well as the management and responsibility of one or more office programs or units as assigned. In addition, incumbents perform sensitive, confidential, complex investigations.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and non-sworn staff.

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

Supervise investigative staff, civilian support staff, and assigned programs or units: recommend, monitor, and evaluate performance, goals and objectives for assigned programs or units; ensure efficient operations and productivity of Investigations Division through the performance and utilization of assigned staff. Participate in the selection or promotion of staff; develop training programs specific to areas of assignment.

Train personnel in proper work methods and techniques, especially the rules of evidence, criminal procedure, victim services standards; assign and review work; ensure compliance with policies and procedures, conduct performance evaluations; coach and mentor assigned staff; implement discipline and conflict resolution procedures.

Coordinate criminal pre-trial and other investigations for the District Attorney's Office by assigning cases to staff, monitoring the progress of investigations, and conducting sensitive, complex or high-profile case investigations to assist attorneys in the District Attorney's Office in the preparation and presentation of cases for prosecution.

Compile evidence, working with law enforcement agencies to obtain information; examine and review evidence, statements, and other materials to decide investigative follow-up on behalf of the District's Attorney's Office.

Locate witnesses, conduct background investigations, and obtain statements by interviewing witnesses, suspects, defendants, informants, co-defendants, and other relevant parties, as part of the evidentiary process.

Coordinate court appearances of victims and witnesses, working with law enforcement and court personnel to provide courtroom security or witness protection in sensitive and high-profile cases.

Obtain warrants, subpoenas and other legal processes from the appropriate authority and execute same; apprehend and arrest law violators in conjunction with other assigned duties.

Direct the preparation of and prepare evidence and 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 related to investigations.

Recommend expenditures, projecting and justifying program needs for equipment, supplies, and staffing to assist in budget development.

Respond to and resolve concerns and complaints of staff, public, or other agency professionals.

Participate in development of department policies, procedures, and guidelines and communicate/implement revisions and change with staff.

Conduct periodic inspections to ensure sworn personnel are properly equipped and trained, ensure compliance with POST training standards and Division operational readiness.

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.

May conduct 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.

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.

Countywide personnel policies such as sexual harassment and discrimination.

Budget development methods and techniques.

Ability to:

Plan, organize and coordinate the investigative functions of the District Attorney's Office.

Select, supervise, and evaluate the performance of assigned staff.

Recognize work methods and procedures that promote a safe working environment for employees and others.

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 skip tracing methods and techniques.

Judicial procedures in criminal trials.

Federal laws, court orders, rules, and regulations, especially the 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.

Principles of general management, supervision, and training.

Ability to:

Apply scientific methods of criminal investigation.

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

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

Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost-effective and effective manner.

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

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

React quickly and calmly during emergency situations.

Establish rapport with, and instill confidence in victims, witnesses, and others connected with investigations and members of other law enforcement agencies.

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 off-site 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.