

**INVESTIGATIVE ASSISTANT**

DEFINITION

To perform a wide variety of administrative duties related to the investigation and prosecution of criminal offenders.

DISTINGUISHING CHARACTERISTICS

This classification is an entry level position and assigned to the District Attorney's Department Investigations Unit. This classification is not a sworn/armed position.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory or management staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs a variety of general administrative duties, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, updating tracking system information, completing and processing various forms, and assembling materials.

Establishes and maintains criminal and civil case files; maintains accurate and detailed records; verifies the accuracy of information; researches files and computer databases.

Sends and receives relevant information to and from other agencies and jurisdictions; coordinates activities.

Research criminal justice information, locate and interview witnesses.

Serve subpoenas, assist attorneys with trial preparation.

Respond to crime and search warrant scenes, assist with collection of evidence.

Conduct low-level investigations.

Collects statistical data and compiles data for reports; updates and assures the accuracy of statistical database.

Checks local and state warrants, collects and distributes related paperwork.

Identify problems and create solutions.

Applies departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records.

Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves and analyze information as needed; operates various printers.

Prepares, types, maintains and/or processes a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc., as required.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Principles and procedures of filing, indexing and record-keeping.

Legal and law enforcement terminology and court processes and procedures.

Modern office practices and technology, including the use of computers, telephone and radio procedures.

Good public relations techniques.

Business letter writing and accurate report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Understand and follow oral and written instructions.

Identify and utilize community resources and services.

Operate a variety of office equipment and machinery.

Type and/or word process at a speed necessary for successful job completion.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Exercise tact, diplomacy, and flexibility.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience working in a law enforcement environment.

Training:

Equivalent to the completion of twelfth grade supplemented by 30 semester units from an accredited college or university.

LICENCE OR CERTIFICATE:

Possession of, or ability to obtain, appropriate, valid California Driver License.

SPECIAL REQUIREMENTS:

Must successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Classification Code:	4122100
Bargaining Unit:	30
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	298