



JOB DESCRIPTION

JOB TITLE: Investigator Specialist II

JOB CODE: 2310

DEPARTMENT: District Attorney

FLSA STATUS: Non-Exempt

REPORTS TO: District Attorney/Assistant District Attorney

SUMMARY OF JOB PURPOSE

This position is the Division Chief of the Investigations Division of the District Attorney's Office and acts as a supervisor and management team member within the office and conducts a full range of legal investigative services for the District Attorney's Office. Investigative duties encompass criminal, civil, and employment/disciplinary issues.

ESSENTIAL FUNCTIONS

1. Performs investigations related to civil and criminal matters involving Douglas County; performs follow-up and pre-trial criminal investigations related to cases submitted to the District Attorney's Office for prosecution; performs pre-trial services and witness preparation.
2. Performs management and supervisory duties within the District Attorney's Office and directly supervises all sworn members, employees, and volunteers assigned to the Investigations Division; participates in the interview and hiring process, as well as the training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Develops and reviews goals, objectives, policies, and procedures for the Investigations Division; ensures compliance with established policies, procedures, and regulations; develops and administers division budget and authorizes expenditures.
4. Performs limited initial investigations related to criminal matters of special interest to the District Attorney's Office; provides investigative support to law enforcement agencies conducting business with the District Attorney's Office.
5. Obtains information through interviewing, questioning, and observation, including surveillance; reacts quickly and correctly in emergencies; assembles information, evaluates and presents supported conclusions; establishes and maintains effective working relationships with other employees and the public.
6. Performs internal and/or disciplinary investigations for Douglas County Human Resources and other Douglas County Departments.
7. Reviews police reports, investigative reports, medical records, financial records, criminal histories, court documents, and other similar information related to investigations being performed.
8. Conducts interviews with victims, witnesses, and suspects of crime; conducts interviews with Douglas County employees related to employment and/or disciplinary issues; conducts interviews as directed regarding matters of interest to the District Attorney's Office.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Prepares accurate, thorough, and timely investigative reports; records progress of investigations and maintains informational files on investigations being performed; prepares and serves search and arrest warrants; makes arrests.
10. Effectively communicates with individuals in both formal and information settings; testifies under oath in court or before an administrative agency regarding investigative findings, assist victims and witnesses during court process.
11. Satisfactorily meets agency and state standards for a Nevada Peace Officer including firearm qualification, defensive tactics, continuing education, and physical fitness examinations.
12. Regularly updates immediate supervisor and prosecutors as to progress of investigations; seeks instruction and/or direction from co-workers and supervision regarding investigations when necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of five (5) years law enforcement experience with at least three (3) of those years focused on investigative work. Bachelor's Degree in Criminal Justice, Law Enforcement, or other closely related field preferred.

Must be able to pass a comprehensive pre-employment background investigation. Must be capable of passing physical fitness examination required for Nevada Peace Officers as detailed in Nevada Administrative Code.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, policies and procedures, statutes and/or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts and to apply concepts of basic algebra and geometry to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions including written, mathematical, or diagram form and deal with several abstract and concrete variables.

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OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of modern practices and methods used in crime detection and criminal/civil investigation; applicable laws, orders, rules, and regulations related to admissible evidence in the prosecution of persons; court procedures in criminal/civil trials; legal rights of citizens, and related County regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; valid Category I or II Nevada POST certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds and occasionally lift, carry, and/or use physical force or exertion in excess of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee may be involved in the use and/or application of reasonable force as necessary and in order to discharge certain duties in accordance with the law and departmental policies. The employee will be required to regularly pass a minimum standards physical fitness examination requiring the ability to perform a 14 inch vertical jump, complete not less than 15 sit-ups in 1 minute, complete not less than 18 push-up, run 300 meters in not more than 77 seconds, and walk and/or run 1.5 miles in not more than 17 minutes and 17 seconds.

WORKING ENVIRONMENT

This position resides in a standard office environment as well as the courtroom; may involve sitting for long periods of time; may be required to travel and/or work irregular, unusual hours; will be subject to a rotating schedule of a 24-hour on-call status; exposure to outside weather conditions while performing field duties.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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