



Class Code: 16-0854
FLSA: Non-Exempt
EEO: 04
Bargaining Unit: 16
Revised: 10/2020

DISTRICT ATTORNEY INVESTIGATOR TRAINEE

DEFINITION

Under close supervision, to attend a California Peace Officer Standards and Training (P.O.S.T.) approved Basic Academy and successfully complete the Academy's course of study to acquire peace officer status in the State of California; to learn and perform District Attorney investigation tasks; to prepare reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first training level in the District Attorney Investigator class series. Incumbents participate in various law enforcement trainings, including a P.O.S.T.-approved basic training academy. Incumbents also assist District Attorney Investigators in conducting routine investigations to learn investigative procedures and techniques. Incumbents are non-sworn until completion of the Basic Academy and assignments are performed in a training and learning capacity under close supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Chief District Attorney Investigator; Deputy District Attorney – Criminal Division; District Attorney. This is not a supervisory class.

EXAMPLES OF ESSENTIAL DUTIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all duties and responsibilities of the position.

- Attends a California Basic Academy to receive instruction in the interpretation and application of the Penal Code, Vehicle Code and other laws relating to the protection of life and property;
- Receives instruction in basic criminal investigation procedures and techniques, including but not limited to police ethics, witness interrogation, and collection of evidence;
- Receives instruction in firearm training, classroom instruction in enforcement psychology, enforcement tactics, effective writing and speaking; learns radio operations and methods of traffic, riot, and crowd control;
- Participates in a physical training and testing program, and Emergency Vehicle operations;
- Assists with routine investigations to learn procedures, interviewing techniques and other investigative methods;
- Learns and applies the principles, practices and theories of criminal and civil law enforcement;
- Participates in various law enforcement and investigative trainings, including firearms use and arrest control techniques;
- Learns to identify and collect physical evidence;
- Learns to interview complainants, suspects, and witnesses, analyzing and evaluating their statements;
- Prepares various law enforcement and investigative reports, including vehicle reports, crime reports, suspect information reports, and missing property reports;
- May testify in court, as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of investigative techniques and procedures.
- Basic knowledge of rules of evidence and court procedures.

Ability to:

- Learn the use and care of small firearms.
- Make mathematical calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Learn to read, interpret and apply codes, laws, ordinances and court decisions pertaining to various law enforcement activities.
- Learn to gather and analyze investigative data.
- Learn to prepare clear, concise, and comprehensive investigative reports.
- Learns to exercise good judgment in handling potentially hostile individuals and situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Licensing and Certification:

Possession of, or ability to obtain, a valid California driver's license.

Successful completion of a Basic P.O.S.T. Academy and possession of a Basic P.O.S.T Certificate within 12 months of employment is required to maintain employment in this classification.

Selected candidates must also agree that failure to successfully complete the Academy and promote to a District Attorney Investigator Trainee II, or failure to serve at least a the three (3) year term within the District Attorney Investigator class series will obligate them to re-pay all or a pro-rated portion of the County's cost to send them to the academy (which may include tuition, housing, transportation, books, etc.)

Education and Experience:

Two (2) years of experience in a law enforcement related field. Previous experience in providing investigative support is highly desirable.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the

time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.