



## DISTRICT ATTORNEY INVESTIGATOR

Full Time Position (37.5 Hours/week):

.5 FTE Domestic Violence, Sexual Assault, Stalking and Dating Violence (Grant Funded)

.5 FTE General Criminal Investigations (County Funded)

Beginning Salary: \$50,039 with Full Benefits (insurance and retirement) and annual step increase

Trainings and Travel paid for by Employer with supervisor's approval

### **GENERAL STATEMENT OF DUTIES:**

The Investigator will assist the District Attorney (DA) and Deputy District Attorney (DDA) by conducting criminal investigations as assigned with at least 50% of assigned cases related to domestic violence, sexual assault, stalking and/or dating violence. The investigator will work closely with local law enforcement officers during initial and follow-up investigations and help prepare cases for court action.

### **SUPERVISION RECEIVED:**

The Investigator works under the supervision of the DA who assigns investigations and outlines policies and procedures.

### **EXAMPLES OF DUTIES:** (Duties may include, but are not limited to the following)

1. Assists in determining need for further investigation, plan of inquiry, outlines proposed scope, timing and direction of investigation.
2. Conducts investigations.
3. Prepares reports on investigative assignments.
4. Locates and interviews witnesses or potential witnesses.
5. Serves Subpoenas.
6. Assures that necessary witnesses are subpoenaed to trial and verifies their availability.
7. Meets with DA/DDA and witnesses for trial preparation.
8. Assists DA/DDA in preparing cases for trial.
9. Assists DA/DDA in examining and photographing crime scenes.
10. Evaluates physical evidence and criminology reports.
11. Prepares and organizes court exhibits and other evidence for trial.

### **KNOWLEDGE, SKILLS AND ABILITY:**

#### **Knowledge of:**

1. Investigation techniques and procedures.
2. The principles of identification and preservation of evidence.
3. Services providing information useful in locating persons.
4. Courtroom practices, procedures and case presentation.
5. Criminal justice system.

**Ability and Skill to:**

1. Obtain information and evidence by observations, record examinations and interviews.
2. Analyze and evaluate the statements of witnesses or suspected violators.
3. Secure and present evidence in oral or written form.
4. Deal with citizens and public officials under conditions requiring tact and good judgment.
5. Analyze situations accurately.
6. Think and act quickly in emergencies and adopt an effective course of action.
7. Prepare correspondence and reports.
8. Operate a motor vehicle.
9. Operate a computer and other office equipment.
10. Learn quickly and work independently.

**EXPERIENCE AND TRAINING:**

1. Three (3) years law enforcement experience, which includes criminal investigations (Current DPSST certification preferred) AND
2. Two (2) years of college with specialization in police science field OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

**NECESSARY SPECIAL REQUIRMENTS:**

1. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license.
2. Must be willing and able to take call-outs in some cases.
3. Must submit to and pass a background check.
4. Must possess, or obtain within 30 days of hire, a permit to carry a concealed firearm.