

**COUNTY OF SOLANO**  
**INVESTIGATIVE ASSISTANT**

**CLASS SUMMARY:**

- Under immediate supervision, performs office and limited field work in support of Investigators who are investigating civil or criminal cases; assists in trial activities. The Investigative Assistant incumbents may be assigned to support prosecution or defense efforts ranging from misdemeanor to major felony cases or to administrative hearings.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from:

- other investigative classes by the limited scope of responsibility and/or the limited variety and complexity of casework.
- classes with safety member designation by the lack of active law enforcement assignments and responsibilities (e.g., powers of arrest) and by assignment to less hazardous duties and cases.
- clerical support positions in that incumbents in the investigative assistant position have a primary responsibility for office and limited field work in support of investigators and the latter performs work in support of a functional work unit or activity.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Criminal Investigations Supervisor

Exercises no supervision.

**ESSENTIAL DUTIES** –This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department. *Duties may include but are not limited to the following:*

Gathers information needed by investigators, attorneys and others in support of a legal case; reviews and researches a variety of written documents, records and other pertinent data related to a criminal and civil investigation; reviews police reports and other case information; researches information needed by investigators, attorneys and others in prosecution of a legal case; reviews and records any information related to a case under investigation; reviews business advertisements to determine violations of law; reviews CLETS records, Internet sites and locate/asset software in support of investigations; prepares routine written and statistical reports.

Serves subpoenas and delivers legal documents; transports and/or escorts others connected

with cases into the office for interviews or to court; transports physical evidence for analysis and/or to court; may assist in court coordination duties.

Prepares charts and diagrams to graphically depict information for court presentation; collects and organizes information and documents for inclusion in case files and books for trial; testifies in court as necessary.

Assists investigators and attorneys in a variety of other case development and administrative hearing and trial preparation activities; maintains work production and travel records.

May be assigned higher level tasks or broader responsibility on a training basis, additional administrative tasks or responsibility for coordinating/monitoring special programs (e.g., volunteer services, public information) related to specific areas of assignment.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Public contact and public relations techniques; data gathering, compilation and display techniques.

Civil and criminal justice system including the specialized area of initial assignment (e.g., consumer or welfare fraud, criminal prosecution).

Investigative procedures and techniques; functions and authority of office/department to which assigned.

### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

### **Ability to:**

Research, compile, report and/or display information in support of an administrative, criminal and/or civil case.

Serve subpoenas; deliver documents in a timely efficient manner; schedule delivery routes.

Learn and apply basic legal principles and procedures.

Organize information, reports, and documents; document findings and observations.

Learn and apply investigative principles and techniques.

Assist in the preparation and service of search warrants; assist in the preparation of arrest warrants.

Make arithmetic calculations.

Search for and obtain copies of public records.

Learn and apply knowledge of California court and corrections systems.

Testify in court.

Take photographs; assist in surveillance and undercover assignments.

Communicate effectively both verbally and in writing; establish and maintain effective working relationships with people of diverse socio-economic backgrounds.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Explain procedural information.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Six months experience assisting in investigations or serving as a dispatcher in a private or public agency or the completion of an internship in a Sheriff's, Police, District Attorney's, Public Defender's or Marshal's Office.

### **Education/Training:**

Thirty (30) semester units of academic course work in Criminal Justice or related field can be substituted for the requisite experience.

## **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid California Class C driver's license is required.

Incumbents assigned to the District Attorney's Office will be required to undergo an extensive personal background investigation because incumbents assigned to this department are required to deal with sensitive/restricted material from the Federal, State and local departments of justice.

## **SUPPLEMENTAL INFORMATION**

Independent travel will be required.

Positions allocated to this class may require bilingual skills.

Assignments in this class may involve working outside of normal business hours.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.

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Director of Human Resources

**Established Date:** June 1994

**Revised Date:**

**BOS Date:**