



## COUNTY OF NYE

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### **CLASS TITLE: INVESTIGATOR - DA**

#### **BASIC FUNCTION:**

Under the direction of the District Attorney, conducts investigations in criminal, felony and misdemeanor matters, with occasional work in the civil arena, and performs a variety of work activities related to investigative assignments.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Conducts legal research and prepares written memoranda, reports and records including legal interpretations.
2. Serve subpoenas, execute search warrants and arrest warrants; assist in locating and making arrangements for the appearance of witnesses in court.
3. Assists in civil appeals and preparation of pleadings.
4. Assists in UIFSA, Sheriff's department and other law enforcement agency matters as required and requested.
5. Conducts criminal investigations, either independently or as a member of a team, pertaining to murder, assault and manslaughter; visits crime scene, interview victims, interrogates suspects and witnesses, gathers evidence, and acquires other technical assistance as required.
6. Conducts civil investigations, either independently or a member of a team, pertaining to theft or damage to property, investigates breaking and entering reports into commercial buildings and houses, interrogates suspects and witnesses, and gathers evidence.
7. Photograph crime and/or incident scenes and items of evidence, prepare diagrams, charts, and other visual aids in support of investigative work; collect analyze and preserve evidence.
8. Obtains evidence and traces persons and vehicles involved in hit-and-run accidents; determines if criminal negligence is involved and arranges for arrests.
9. Conducts background investigations related to criminal, civil, and licensing. Review, analyze and maintain records, accounts and other factual information; compile relevant data for assigned case investigation records.
10. Assists in witness/victim testimony, travel extradition and detention matters.
11. Participates in case review of criminal and civil cases prior to trials. Assist attorneys with evaluation and preparation of cases and testify in court.
12. Prepares variety of reports, documents, and records for Sheriff, captain, licensing board, and Board of Commissioners.

13. Provides assistance to other law enforcement agencies, may participate in meetings with community groups and other organizations relative to law enforcement functions and activities.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam, plus up to two years of formal education beyond high school, with major course work in police science, criminology, legal studies, public or business administration, A.A. equivalency, three years of experience as an investigator or a peace officer, and/or work experience directly related to the duties and responsibilities of the class and

**Mandatory Certification:** Employees in this class must be certified by the Peace Officers' Standards and Training (POST) Committee per NRS 289.550 or successfully complete POST training within one (1) year of date of hire.

#### **LICENSES / QUALIFICATIONS:**

P.O.S.T. certificate; Valid Nevada Driver's License; United States citizenship.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Investigation techniques and procedures; Principles of identification, preservation and presentation of evidence; Rules of evidence and court procedures; Sources of information used to locate persons; Legal rights of citizens; Nevada criminal and other laws related to the proper procedures to conduct a legal investigation; Search and arrest warrant preparation and service procedures; Photography and audio/visual recording relative to investigative work; Perform responsible investigations with tact, resourcefulness and good judgment; Persuade others to provide information and engage in cooperative informative discussions; Identify case issues and evidence needed, based on analysis of charges, complaints or allegations of law violations; Apply logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Reasonably interpret statutes, regulations, laws and rules; Analyze and evaluate statements of witnesses or others related to assigned cases; Obtain, secure and present evidence in oral and written form; Prepare and maintain detailed investigative records, data and reports; Operate field and office equipment and software used in criminal investigative work; Analyze situations and accurately take effective action; Understand and follow oral and written direction to carry out assignments; Work independently with minimal supervision.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides procedural work direction to new investigators.

#### **CONTACTS:**

Co-workers, other department personnel, state and federal agencies, District Attorney's office, and the general public.

#### **PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Investigative environment, both criminal and civil as described. Sit / walk for extended periods of time to conduct investigations; Use physical forces as needed to execute search warrants; Bend down to collect evidence.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Subject to adverse conditions periodically as it relates to the type of investigation being conducted. Willing to work nights, weekends and holidays, should the need arise; travel as required.