



County of Del Norte  
County Administrative Office  
981 "H" Street, Ste. 210  
Crescent City, California 95531

Phone  
(707) 464-7214

Fax  
(707) 464-1165

**AGENDA DATE:** December 11, 2018

**TO:** Del Norte County Board of Supervisors

**FROM:** Jay Sarina, County Administrative Officer

**SUBJECT:** District Attorney Investigative Assistant Classification

**RECOMMENDATION FOR BOARD ACTION:**

Approve the Classification Description for DA Investigative Assistant I/II and direct Human Resources to amend the adopted staffing chart as appropriate to eliminate one (1) of the two (2) DA Investigator positions and establish one (1) position for the Investigative Assistant.

**DISCUSSION/JUSTIFICATION:**

The District Attorney's office has had difficulty filling the two open Investigator positions for a number of reasons including lack of interest in the position. Other District Attorney offices throughout the state are faced with the same challenge and are creating non-sworn positions for "Investigative Assistant" to help fill the need for investigators in their offices. After researching the job descriptions from other counties, we believe this new position would be very helpful to maintain the level of the District Attorney's Investigations Bureau, which consists of a sole investigator at this time. This position will provide assistance in routine investigative tasks to District Attorney Investigators and Deputy District Attorneys. This position differs from the DA Investigator classification in that the Investigative Assistants do not possess peace officer status and are not expected to make arrests, author search warrants, or carry a firearm. The Investigative Assistant is a non-safety classification.

**ALTERNATIVE:** The Board not adopt the Classification Description in which case an Investigative Assistant position would not be made available, and the Department would not be able to hire an assistant for the Investigations Bureau.

**FINANCING:** Funding for this position currently exists in the Office of the District Attorney's budget.

**CHILDREN'S IMPACT STATEMENT:** This section meets one (1) of the following outcome measures for children in Del Norte County:

- Children ready for and succeeding in school.
- Children and youth are healthy and preparing for adulthood.
- Families are economically self-sufficient.
- Families are safe, stable and nurturing.
- Communities are safe and provide a high quality of life.
- No impact to Children as a result of this action.

**ADMINISTRATIVE SIGN-OFF:**

- AUDITOR: Clinton Schaad
- COUNTY ADMINISTRATIVE OFFICER: Jay Sarina
- ASSISTANT COUNTY ADMINISTRATIVE OFFICER: Neal Lopez
- COUNTY COUNSEL:
- HUMAN RESOURCES: Cathy Hafterson
- OTHER DEPARTMENT:



## COUNTY OF DEL NORTE CLASSIFICATION DESCRIPTION

### **JOB TITLE: Investigative Assistant I/II**

**Salary Range: 35/38**

**Bargaining Unit: DNCEA/SEIU Miscellaneous**

**FLSA Status: Non Exempt**

**EEO Class: 6**

This is a responsible investigative position performing a variety of support functions related to criminal and civil prosecution within the District Attorney's office. This work consists of paraprofessional duties by assisting and participating in the activities associated with departmental operations and activities of prosecution. This classification is non-exempt under the overtime provisions of the FLSA.

**DESCRIPTION OF BASIC FUNCTION:** Under supervision, provide assistance in routine investigative tasks to District Attorney Investigators and Deputy District Attorneys, assists in processing and serving of criminal subpoenas and related documents for the District Attorney's office. This position provides all aspects of trial support to Deputy District Attorneys in criminal trials, and performs related work as required.

The incumbent must be able to support DA Investigators and Attorneys in prosecutions and investigations of criminal matters. This support includes locating witnesses using a variety of methods, coordinating transportation of witnesses, interviewing employers, families, neighbors, and others to secure the location of witnesses, testifying in court as to measure taken to locate witnesses, photograph crime scenes and victim injuries, prepare crime scene diagrams and court exhibits, and review law enforcement reports and perform follow up investigation as directed. This position differs from the DA Investigator classification series in that the Investigative Assistant does not possess peace officer status and are not expected to make arrests, author search warrants, or carry a firearm. The Investigative Assistant is a non-safety classification.

**ESSENTIAL DUTIES:** Essential job duties may include any of the following tasks, knowledge skills and other characteristics. This list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Assist in research of evidence, record crime scenes and victim injuries, prepare crime scene diagrams and other court exhibits and provide investigative support.
- Perform field work locating and interviewing informants, suspected violators and witnesses.
- Serve court documents, assist in case development, and coordinate transportation of witnesses.
- Gather, assemble, preserve, and report facts, statements, or affidavits and other evidence for use in legal action.

- Gather, examine and evaluate a variety of records and documents to secure information concerning suspected violations.
- Testify in court as to measure taken to locate witnesses
- Prepare file records and reports; perform case report tracking.
- Regular attendance is an essential function.

**JOB REQUIREMENTS, QUALIFICATIONS, AND DIFFICULTY OF WORK:**

**Requires knowledge of:**

- Effective investigation, interview, and research techniques.
- Criminal Judicial system.
- Laws, rules and regulations governing eligibility for multiple public assistance programs depending on area of assignment.
- Report writing and record keeping
- Correct English and clear and comprehensive writing style for legal and technical topics.
- Current office procedures, practices, and equipment; spreadsheet, word processing and online mail and scheduling functions.

**Ability to:**

- Communicate effectively with others in person and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Learn and apply rules and regulations related to assigned work.
- Learn California laws related to a variety of criminal violations.
- Conduct research and prepare presentations.
- Deal effectively with citizens and public officials under conditions requiring tact and good judgment.
- Perform job duties under stressful conditions and respond appropriately to situations.
- Gather and document information and evidence by observation, record examination, and interview.
- Ability to operate a personal computer and other office equipment.
- Possession and maintain a valid Driver's license.

**MINIMUM QUALIFICATIONS:**

**OPTION 1:** Certificate of completion of a Basic Police Academy, certified by the State of California, Department of Justice, and the Commission on Peace Officer Standards and Training; OR Bachelor's degree in Criminal Justice or closely related field; and one (1) year of full time work experience that included general office work.

**OPTION 2:** Two (2) years of full time work experience with a law enforcement agency, investigative unit, or in the Del Norte County District Attorney's Office and one (1) year of full time work experience that included general office work.

**OPTION 3:** Completion of 15 semester units of course work in Criminal Justice or closely related field and a minimum of six (6) months' full time work experience dealing with the public.

**ENVIRONMENTAL CONDITIONS:** Work is performed both indoors and outdoors, in both quiet and noisy environments. There is occasional exposure to hazardous materials, cold and heat.

**MENTAL REQUIREMENTS:** Alertness, concentration, good judgement, patience, memory, problem solving, initiative and the ability to remain calm in confrontational situations.

**TYPICAL PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Regularly required to sit, stand or walk for extended periods of time.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects
- Occasionally lift and carry up to 40 pounds.
- Occasionally kneel, bend, twist, squat, balance and crawl,
- Frequent use of hand-eye coordination and repetitive hand and arm motion, such as use of keyboard/typewriter and other standard office equipment.
- Normal dexterity, frequent holding and grasping such as writing with a pen or pencil.
- Frequent use of depth perception, peripheral vision and color perception.