

GENESEE COUNTY

DISTRICT ATTORNEY INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for securing, verifying, and ascertaining facts relevant to services provided by the District Attorney's Office. Employee works in accordance with established procedures. The work is performed under the general supervision of the District Attorney or designee with the understanding that the Investigator will exercise independent judgement in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists District Attorney and Assistant District Attorneys with all assigned tasks, including but not limited to, investigating crimes, locating and interviewing witnesses, transporting witnesses, securing and transporting evidence, and obtaining discovery materials;

Appears in court and before a grand jury as a witness;

Prepares evidence and witnesses for hearings, grand jury and trials;

Establishes and maintains contact with all police agencies relative to other activities;

Prepares written reports summarizing the results of investigations;

Assists Victim Advocates with all assigned tasks;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques of criminal investigations; Good knowledge of the elements of crime and rules of evidence and elements of the prosecution of crimes; Working knowledge of computer databases and computer entry; Ability to gather and verify relevant data; Ability to communicate effectively; Ability to prepare clear and detailed written reports; Ability to exercise good judgment; Ability to get along with others.

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience in law enforcement as a Certified Police Officer.

NOTE: Must maintain Police Officer Certification

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive
Adopted: 11/20/2023
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