**Class Summary**

The responsibilities of this position include supervising Investigators and other assigned staff. Incumbents also perform investigative work to assist in the preparation and defense of clients whose cases have been assigned to the Public Defender’s Office. Under the general direction of an attorney, the incumbents conduct fact-finding, mitigation, and trial related investigations to support the legal defense of a wide variety of cases such as felony and misdemeanor charges, civil actions such as dependency, civil commitments, involuntary commitments and appeals.

**Distinguishing Characteristics**

This is the second level of a two-level classification series. The incumbent supervises assigned employees and perform a full range of investigations, including those of a complex nature requiring a broad scope of investigative techniques and a high degree of initiative, judgment and independence of action. Investigators work independently with a minimum of direct supervision. Incumbents in this classification are distinguished from the Public Defense Investigator in that the Public Defense Investigator Supervisor performs supervisory duties.

**Examples of Duties**

1. Supervise assigned staff by performing the following personnel responsibilities: training, staff selection, recommending and/or implementing disciplinary actions, responding to grievances, recommending termination and assisting with labor relations issues. Evaluate and document work performance formally and informally; coach, counsel, monitor and motivate assigned staff.
2. Works with attorney to identify, analyze, research, and provide support regarding case assignments. Uses departmental specific programs to open, track, and close cases. Checks for conflicts.
3. Utilizes appropriate computer databases or records to conduct background checks or other research.
4. Conducts field investigations and surveillance as assigned.
5. Locates and interviews principals, witnesses and other persons. Tapes interviews and arranges for transcription as needed.
6. Gathers, assembles, organizes, analyzes, and evaluates facts and evidence to provide to attorney. Prepares comprehensive reports and correspondence, and may prepare court exhibits, such as maps, photos, diagrams, charts, and scale drawings.
7. Documents sites or events with still and video photography.
8. Meets or interacts with Public Defender Attorneys to provide updates or information on investigative cases.
9. Serves subpoenas to witnesses and other persons.
10. Assists Public Defender Attorneys in arranging appearances and coordinating testimony of witnesses at trials and hearings.
11. Testifies at trials, hearings and motions as a witness.
12. Performs other duties as assigned.

**Knowledge/Skills**

Knowledge of the role of the attorney-mitigation specialist relationship and familiarity with the Washington State Bar Association Rules of Professional Responsibility and other ethical standards which govern Investigators

Knowledge of principles, methods and techniques of criminal investigation, including: gathering, preserving, and presenting evidence

Knowledge of interviewing methods, techniques and procedures; including ability to recognize and document facts, ascertain factual discrepancies and employ appropriate action and follow-up

Knowledge of the legal system

Knowledge of laws of arrest, search and seizure, rules of evidence, courtroom procedures, subpoenas, and the treatment of witnesses

Knowledge of legal terminology

Knowledge of general mathematics

Knowledge of supervisory techniques and principles

Skill in handling confidential information acquired during the course of an investigation

Skills in identifying potential ethical issues and seeking advice/counsel when ethical issues arise or require clarification

Skill in observing, receiving, and otherwise obtaining information from all relevant sources

Skill in preparing detailed narrative reports, correspondence and other written materials.

Skill in interviewing people and conducting investigations

Skill in using current office software programs including word processing, spreadsheet, database and email such as Microsoft Windows: Word, Outlook, and Excel; cameras, video equipment, tape recorders, and other relevant technology as appropriate

Skill in effective listening skills and taking accurate/clear notes

Skill in working independently, including setting priorities and meeting deadlines

Strong communication and interviewing skills

Ability to testify effectively at trial, sentencing or other hearings

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Bachelor's degree in Criminal Justice or a related field and two years experience as a criminal defense investigator

Or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Public Defense Investigator  Public Defense Investigator Supervisor |
| **Class History** | 04/2016 Created |