



INVESTIGATOR/PROCESS SERVER 2

Department: Assigned Counsel/Prosecuting Attorney

Job Class #: 216700

Pay Range: Professional 05

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly skilled investigative work pertaining to criminal and civil cases being represented by the Pierce County Department of Assigned Counsel. An employee in this classification is responsible for performing the more complex investigations and/or preparation of mitigation and social history reports in death penalty and three strikes litigation with the ability to handle a large caseload. Work involves the application of specialized investigative knowledge and techniques in the processing, follow-up, investigation, and report writing of criminal activity or civil violations. Irregular work hours may be required and possible hazardous conditions may be encountered. The work is reviewed for completeness and a work product that includes all of the elements necessary to prove a criminal or civil offense in compliance with the rules of evidence. Considerable latitude is given for development and investigation of the case in consultation with assigned attorney, prosecutor or deputy prosecutor. Work is performed under the direction of an administrative superior.

ESSENTIAL FUNCTIONS

- Receives and reviews reports of alleged criminal activities or civil violations, and proceeds to investigate, interview witnesses, gather documents, and work with local police agencies, attorneys, and other related agencies.
- Investigates any incident, either civil or criminal, as assigned by the department.
- Serves subpoenas, summonses and other required documents on witnesses and suspects as required.
- Writes detailed written reports, recommends and executes procedures for case development, gathers evidence as required and may testify in court.
- Conducts training classes to new staff and other related agencies on investigative techniques. Assists staff with the more difficult and complex cases.
- Interviews clients, family members, witnesses, and other related parties involved in the case.
- Sets up meetings and/or attends meetings with all parties involved in case.
- Takes photographs, draws sketches, and prepares exhibits for trial preparation.
- Researches and prepares social histories. Assists in death penalty mitigation and three strikes social histories.
- Prepares and maintains case files, records, and related documents.
- Participates in the background investigation of new employees, conducting of internal affairs investigation or employee misconduct.
- Prepares finalized mitigation reports for the court.

OTHER FUNCTIONS

- Assists supervisor with administrative tasks as necessary.
- May act on behalf of the supervisor in their absence.
- Performs other related assignments as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of investigative techniques and practice, rules of evidence, procedures for arrest or execution of search warrants.
- Knowledge of the elements necessary to prove violation of criminal laws and civil statutes.
- Knowledge of death penalty and three strikes social histories and litigation.
- Knowledge of legal terminology, legal documents, court operations and procedures.
- Knowledge of the geography of Pierce County and its road system.
- Skill in the use of investigative equipment and materials related to general investigative work.
- Ability to interview clients, family members, witnesses and/or suspects to solicit information relevant and related to the elements necessary to develop a case.
- Ability and aptitude to enforce and carry out instructions firmly, tactfully and impartially in order to deal courteously with the public.
- Ability to tactfully and courteously communicate with persons accused or convicted of committing serious crimes.
- Ability to express in written form, detailed and accurate reports that set forth the material gathered through investigations.
- Ability to deal tactfully and effectively with individuals from varied socio-economic background.
- Ability to effectively use and operate a personal computer or word processing equipment at an acceptable level of proficiency as required for the position.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Three or more years experience in investigative, law enforcement, criminology or related field. Any combination of education or experience in police science, criminology, law and justice or related fields may substitute equally for the recruiting requirements. Investigative report writing and defense investigation experience are required. Training and experience in death penalty mitigation and preparation of three strikes social histories preferred.

Special Note:

Must possess or have the ability to obtain a Washington State Driver's License.

Must be bondable.

Washington State Private Investigator license preferred.

This position is subject to possible hazardous and hostile working conditions.