



## INVESTIGATION SPECIALIST

**Department:** Department of Assigned Counsel

**Job Class #:** 235000

**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 and responsible investigative and administrative work for the Pierce County Department of Assigned Counsel. The position has three main functions: (1) Responsibility for developing and administering activities related to investigative services required by the department; (2) Continued development and maintenance of the investigation intern program; and (3) Direct investigative duties and carrying an investigation caseload. Work is performed under the general direction of the Director of Assigned Counsel with considerable latitude for independent judgment and action.

### **ESSENTIAL FUNCTIONS:**

- Selects, develops and maintains a panel of licensed investigators to whom DAC outsources cases; assigns cases to investigators; monitors and reviews the activities related to the services provided; oversees provision of case-specific resources as necessary for DAC cases.
- Develops, administers and reviews personal service agreements; evaluates and monitors assigned activities for progress and compliance.
- Monitors and audits provider contracts and billings for accuracy; monitors budget and ensures expenditures are within budgetary guidelines; authorizes billings and purchase and supply requests in accordance with established procedures.
- Establishes and maintains working relationships with attorneys, prosecutors and various staff from law enforcement agencies, jail facilities, court systems, learning institutions and other related agencies; acts as the office liaison on all related case investigations with other departments and agencies.
- Prepares and maintains case files, records, and other legal documents and reviews prior to court hearings or meetings.
- Conducts complex investigations on high profile felony cases; conducts background and internal affair investigations.
- Develops, implements and revises unit policies, procedures and practices in cooperation with the department director.
- Attends regular training and shares information with investigators and interns to facilitate improved quality of investigative work.
- Attends meetings, conferences and hearings with clients, attorneys and all other parties involved in cases as needed.
- Attends departmental meetings with other Assigned Counsel staff.
- Coordinates the volunteer/intern program with various learning institutions.
- Actively recruits interns and volunteers.
- Provides regular training for interns and volunteers beyond hands-on experience.
- Oversees and coordinates the delivery of subpoena services.

### **OTHER JOB FUNCTIONS:**

- Performs other related job functions as necessary.

**INVESTIGATION SPECIALIST**  
**Classification Description - Pierce County**  
**Page 2**

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed through conferences, reports, and overall observation of results achieved.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The position works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of investigative practices, procedures and techniques, rules of evidence, arrest procedures and process service rules and regulations.
- Knowledge of elements of crimes and working knowledge of legal research.
- Knowledge of administrative practices and principles.
- Skill in analytically reviewing medical, psychological and autopsy reports and interviewing expert witnesses in those areas.
- Skill in conducting thorough investigations, interviewing clients, family members, witnesses and other parties involved in assigned case.
- Skill in demonstrating superior written and oral communications skills.
- Skill in preparing detailed and accurate case investigation reports.
- Ability to research, develop and implement unit policies and procedures.
- Ability to prioritize case work.
- Ability to organize large case materials.
- Ability to deal tactfully, impartially and sensitively with individuals from various socio-economic backgrounds or with victims of crime.
- Ability to work with multiple agencies such as law enforcement, court services, attorneys, jail facilities and other local cities, counties and state agencies.
- Ability to work independently with little or no direction.
- Ability to make critical and informed decisions as necessary.
- Ability to work under hazardous and hostile working conditions.
- Ability to testify in court.
- Ability to physically perform the essential job functions.
- Ability to meet any travel requirements that may arise.

**INVESTIGATION SPECIALIST**  
**Classification Description - Pierce County**  
**Page 3**

**MINIMUM REQUIREMENTS TO APPLY:**

B.A. Degree in Criminal Justice, Political Science, Legal Studies, Public Administration or related field and five years investigative experience, preferably in private practice. Experience working directly with violent offenders preferred. Other education or experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.