JOB POSTING
INVESTIGATIVE ASSISTANT
$15.92 - $19.72 Hourly

DEFINITION: Under general supervision, performs general office and limited field duties in support of the investigation of criminal and/or civil cases; and performs related duties as required.

EXAMPLES OF DUTIES:
1. Serves a variety of legal documents such as releases of information, legal motions, subpoenas, orders, and complaints.
2. Uses DMV records, TLO, and other computerized systems to locate individuals.
3. Obtains police reports, background checks, mug shots, and bookings from other agencies.
4. Photographs crime scenes.
5. Locates, interviews, and transports witnesses to court appearances; provides information to witnesses regarding transportation needs and court appearances.
6. Prepares written reports for use in investigations.
7. Updates attorneys on status of pending investigation requests.
8. Gathers records on behalf of the clients from jails, hospitals, schools, employers and other agencies.

IDEAL CANDIDATE:
1. Basic knowledge of the Federal and California legal systems
2. Knowledge of general legal office protocol including organizing documents and case files
3. Understanding of departmental programs to prioritize and respond to service requests
4. Skill to understand and follow confidentiality and privilege procedures
5. Stays up to date with changing technology and other requirements of the job
6. Produces work that is accurate, thorough, neat and complete
7. Plans and organizes work to accomplish assigned duties and meets critical deadlines
8. Understands priorities and makes appropriate decisions
9. Recognizes and accepts responsibility for work assigned and performed

EMPLOYMENT STANDARDS:
1) Equivalent to graduation from high school; or,
2) a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required abilities.
3) Skill to use computer operating system, word processing, and email software at a level necessary to create documents and send and respond to email messages.

Additional Qualification: Possession of a valid California Class C Driver’s License.

Ability to: understand and apply laws, rules, and written directions; operate computerized systems used to locate persons and information; establish and maintain effective working relationships; work effectively with others, often under stressful conditions; prepare complete and accurate narrative reports; and communicate effectively both orally and in writing.
Desirable Qualification: Completion of some college course work in a criminal justice or law enforcement related area is highly desirable. Spanish speaker is also highly desirable.

Supplemental Information: Employment in this classification requires successful completion of a criminal background investigation.

If interested, please submit cover letter and resume to Dee Engler via email at dengler@countyofsb.org