

## Colorado Public Defender – Class Specification

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Class Title: Investigator  
Class Series: Criminal Defense Investigator  
Class Code: R49N31  
Reports to: Lead, Supervising or Chief Investigator or Office Head  
FLSA: Exempt  
Date: July 1, 2020  
Range Min/Max: \$4,379 – \$6,131 Monthly

### **GENERAL SUMMARY:**

This classification describes the first level within the series wherein employees learn and apply policies, procedures, rules and regulations specific to the organization and relevant techniques, methods and/or theories of the profession. Positions work under direct supervision, to include regular guidance, review and oversight by supervisors and more experienced staff, while learning fundamental skills and technical aspects of the work. It is expected that employees will develop the necessary competencies to assume the duties and responsibilities at the Senior Investigator level. Positions should not remain in this class indefinitely.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Learns procedures and develops skills in organizing and preparing case files to effectively manage assigned investigations. Copies information in the attorney's files including client information, case numbers, court dates, charges, discovery, bond information, and attorney notes from client conferences. Tracks pertinent case information by breaking down or indexing files to effectively manage caseloads and quickly and easily access or reference case information.
- Learns procedures and develops skills in preparing for the investigation and witness/victim interviews. Reviews and organizes discovery and meets with attorneys and clients to gather information relevant to locating and interviewing witnesses.
- Serves as a collaborative member of the defense team: Consults with attorneys on the theory of defense including applicable case law and potential ethical issues to establish a strategy for the investigation and interviews.
- Maintains regular and timely communications with attorneys to keep apprised as to the status of the case, court dates, witness information, and progress on the investigation; and, to seek clarification on investigation requests in order to prioritize and complete assigned tasks within appropriate timelines.
- Develops skills and practice habits to maintain thorough documentation of all aspects of work performed.
- Develops and maintains clear understanding of all ethical issues implicated in work performed, and consults with attorneys and managers as required.
- Develops skills in investigative techniques and methods for conducting fieldwork to collect client records; serve subpoenas; examine crime scenes; view physical evidence; conduct interviews; and, prepare reports of the interviews and fieldwork. Documents and verifies elements of the crime scene and evidence viewed. Applies established policies

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and procedures such as, obtaining signed releases from the client; obtaining records at a minimal cost; and documenting records received.

- Maintains and utilizes tools and equipment for conducting investigations including, but not limited to, audio recording devices, cameras, standard computer and office equipment, measurement tools, and maps.
- Provides trial and hearing support: Assists in preparing exhibits for trial or sentencing. Ensures appropriate clothing is available for the client. Coordinates witness appearances including providing updates on trial status and court dates and assisting with travel arrangements, as needed. Develops a working knowledge of courtroom procedures. Assists in sentencing preparation by researching treatment placement options and coordinating with probation services as needed.
- Learns mandated cost procedures and State Office policy and procedures to accurately process and submit applicable forms and paperwork.
- Learns and applies appropriate skills necessary in testifying accurately and truthfully on behalf of the defense.
- Performs post-trial tasks such as following up with witnesses after testifying, canvassing the jury for their impressions, and returning client clothing to family members as requested by the attorneys.
- Organizes daily activities to effectively manage time and resources, including the performance of work that falls outside normal business hours.
- Frequent travel within and occasionally outside the State of Colorado, including occasional overnight travel.
- Assists other regional offices in conducting investigations, as assigned.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

Bachelor's degree from an accredited college or university in criminal justice, social sciences, or other degree directly related to the investigative field. Equivalent education, training, or experience that demonstrates the knowledge, skills, and competencies required to perform the duties at this level may substitute for education.

#### **Conditions of Employment** (position requirements at entry):

- Must be 18 years of age or older;
- No felony convictions ("conviction" includes any plea or finding of guilt, a plea of nolo contendere, as well as disposition of a deferred sentence or deferred judgement);
- Valid driver's license, proof of insurance and access to a working vehicle.

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### **Other Requirements:**

- Must attend and complete the annual Investigator Core Skill training within the first year of hire.
- Must complete all other training required for new Investigators within two years of hire.
- Must attend CLEAR online training AND must read and sign the CLEAR user agreement prior to being given an active CLEAR user license.

### **Knowledge** (position requirements at entry):

- Principles and processes in providing quality client and personal services;
- English language, grammar and punctuation;
- Basic math (addition, subtraction, multiplication and division).

### **Skills** (position requirements at entry):

- Strong client service focus;
- Maintaining client confidentiality and professional ethics standards;
- Applying applicable rules, guidelines, policies and procedures;
- Organizing one's own work and prioritizing tasks to meet deadlines;
- Completing multiple tasks and assignments with frequent interruptions;
- Proficient in standard software applications such as, Microsoft Office Word, Excel, Power Point, internet browsers, e-mail, and Adobe Acrobat;
- Ability to operate audio/visual software and equipment;
- Establishing effective working relationships with co-workers, court and law enforcement personnel, witnesses, clients and client families, and public of a diverse background;
- Ability to operate basic equipment such as audio recording devices, cameras, magnifying tools, measuring devices, and to read maps;
- Operation of common office tools and equipment such as calculators, desktop computers, printers, photocopiers, and fax machines;
- Effective communication, verbal and written, sufficient to exchange or convey information, including receiving work direction;
- Ability to handle emergency or crisis situations;
- Ability to process and retain large amounts of information.

### **Physical Requirements** (*Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.*)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Occasionally required to stoop and kneel;
- Ability to sit for extended periods of time;
- Talking and hearing;
- Reaching with hands and arms, using hands and fingers; and
- Vision to include near acuity, far acuity, depth perception, color vision, and ability to adjust focus to review all discovery and records, which may include visual depictions of evidence, examining physical evidence and viewing crime scenes.