

## Colorado Public Defender – Class Specification

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Class Title: Senior Investigator  
Class Series: Criminal Defense Investigator  
Class Code: R49N32  
Reports to: Lead, Supervising or Chief Investigator, or Office Head  
FLSA: Exempt  
Date: July 1, 2020  
Range Min/Max: \$4,917 – \$7,228 Monthly

### **GENERAL SUMMARY:**

This classification describes positions that possess the skills to perform the majority of duties and responsibilities within the investigative function. Positions perform a wide range of job assignments using independent judgment in accordance with established policies, procedures, rules and regulations. Positions work under periodic supervision, guidance and oversight in the performance of day to day activities and assume responsibility for complex tasks and work assignments.

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

- Organizes and prepares case files to effectively manage a wide range of investigations, as assigned. 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 case loads and quickly and easily access or reference case information.
- Prepares 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.
- Maintains thorough documentation of all aspects of work performed.
- Continues to develop and maintain a clear understanding of all ethical issues implicated in work performed, and consults with attorneys and managers as required.
- Conducts fieldwork as required to collect client records, serve subpoenas, examine crime scenes, view physical evidence, conduct interviews, and prepare reports of the interviews and fieldwork. Applies investigative policies and procedures such as obtaining signed releases from the client; obtaining records at a minimal cost; and documenting records received. Conducts interviews and applies investigative techniques and methods appropriate to the case. Documents and verifies elements of the crime scene and evidence viewed.

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- 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; assisting with travel arrangements, as needed; and, advising witnesses on courtroom etiquette. Assists in sentencing preparation by researching treatment placement options and coordinating with probation services as needed.
- Processes and submits applicable forms and paperwork in accordance with mandated cost procedures and State Office policy and procedures.
- 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.
- Provides mentoring, training and guidance to less experienced staff.
- Performs other duties as assigned.

### QUALIFICATIONS

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

Same educational qualifications as required for the Investigator class and defense investigation or directly related experience. Equivalent education, training or experience that demonstrates the knowledge, skills, and competencies required to perform the duties at this level may be substituted for education.

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

- 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.

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

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- Principles and processes in providing quality client and personal services;
- Court procedures and terminology;
- Principles and rules of professional conduct;
- Principles of client-attorney privilege;
- 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;
- Operation of investigative tools and equipment such as audio recording devices, cameras, magnifying tools, measuring devices, Infra-Red and UV lights, and 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 giving/receiving work direction;
- Ability to handle emergency or crisis situations;
- Ability to process and retain large amounts of information;
- Ability to mentor, train and provide guidance to others.

### **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.