

Colorado Public Defender – Class Specification

Class Title: Lead Investigator
Class Series: Criminal Defense Investigator
Class Code: R49N33
Reports to: Supervising or Chief Investigator, or Office Head
FLSA: Exempt
Date: July 1, 2020
Range Min/Max: \$5,746 – \$8,619 Monthly

GENERAL SUMMARY:

This classification describes positions where incumbents have acquired and demonstrated an advanced level of skill and experience from having been assigned to a broad variety of cases or work assignments over an extended period of time, which allows them to be utilized in a leadership capacity for all assignments within their functional area. Positions can perform work consisting of the highest degree of difficulty and complexity, including work which requires formulation of solutions to original problems. Based on experience, positions possess and utilize an advanced set of skills encompassing some or all of the following: creation of original theories or approaches to work; coaching and support of more junior level staff, which may include conducting performance evaluations; and, providing technical and subject matter expertise to management. Positions receive supervision and guidance related to strategic issues and operate independently on a day to day basis.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs assignments in a lead capacity over other investigative staff including, but not limited to, assigning and reviewing work; training staff on work methods; and, may conduct employee performance evaluations as directed by management.
- In addition to performing investigative work, Lead Investigators may assist the Supervising or Chief Investigator or Office Head in administrative duties such as, leading meetings and trainings for investigators; serving as a resource or technical expert to other staff; filling system wide, State Office needs; and, assisting in related regional office matters.
- Conducts a wide range of investigations, including the most complex cases requiring advanced knowledge and experience in investigative methods and techniques. Employees apply a thorough understanding of investigative policies and procedures and court processes; and, serve as collaborative members of the defense team consulting with attorneys on theories of defense including applicable case law and potential ethical issues to establish a strategy for the investigation and interviews.
- Effectively manages assigned investigations through gathering facts and information relevant to the investigation; conducting witness and victim interviews; examining crime scenes and physical evidence; and, maintaining thorough documentation of all aspects of work performed.
- 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.

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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 and mentors less experienced investigators on 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.
- Assumes additional responsibilities in assisting with the development, training, guidance and oversight of others; and, serves as a mentor.
- 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:

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 substitute 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.

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Knowledge (position requirements at entry):

- 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):

- Leadership skills to effectively mentor, train, develop and guide others;
- Ability to evaluate peer performance, provide feedback on performance, and write objective and comprehensive employee evaluations;
- Strong client service focus;
- Ability to maintain client confidentiality and professional ethics standards;
- Applying and interpreting 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.

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.