

## Colorado Public Defender – Class Specification

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Class Title: Supervising Investigator  
Class Series: Criminal Defense Investigator  
Class Code: R49N34  
Reports to: Chief Investigator or Office Head  
Direct Reports: Investigative staff  
FLSA: Exempt  
Date: July 1, 2020  
Range Min/Max: \$6,262 - \$9,393 Monthly

### **GENERAL SUMMARY:**

This classification describes the first-line supervisor responsible for overseeing the work of a group, unit or team of non-supervisory employees within the investigative function of the office. Supervisory responsibilities may include, but are not limited to, assigning work; performance management; modifying and authorizing work procedures; and, resolution of personnel matters as determined by the Chief Investigator. Positions have demonstrated an advanced level of skill and experience across a broad variety of assignments involving work of the highest complexity. Positions require effective interpersonal and communications skills (e.g. providing direction and feedback, constructively dealing with conflict), as well as problem-solving. Within the assigned leadership capacity, positions are able to formulate solutions to original problems to guide less experienced staff in handling a broad spectrum of cases or work assignments. Positions assume administrative responsibilities; mentor staff through coaching, developing and training in-house or agency wide; represent the office and agency to clients and external groups as appropriate; and, support and implement the directives of upper management. Positions perform investigative work, frequently in an advanced capacity; however, may be assigned a reduced caseload as deemed necessary by the Chief Investigator and Office Head. This classification is not progressive; positions are allocated based on the business needs as determined by the State Public Defender.

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

- Provides direct supervision over a small group or unit of investigative staff, which may include: prioritizing and assigning work; conducting employee performance evaluations and reviews; ensuring employees are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations.
- Assists other supervisors and managers in coordinating and monitoring case assignments and daily activities; modifying and authorizing work procedures; providing direction and guidance to effectively manage time, travel and resources; and, resolving personnel and other matters as directed.
- Assists the Chief Investigator and Office Head in administrative duties such as, leading meetings; serving as a resource or technical expert to other staff including recognizing and answering ethical questions and identifying conflict determinations; filling system wide, State Office needs; and, assisting in related regional office matters. Positions may carry a reduced caseload to accommodate supervisory and administrative tasks.
- Delivers training to investigators and other staff in investigative techniques and methods within the assigned regional office and agency-wide as needed. Serves as a mentor being readily and regularly accessible to assigned investigators.
- Positions in this class are able to conduct a wide range of investigations, including the most complex cases requiring advanced knowledge and experience in investigative

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methods and techniques, policies and procedures and court processes. 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.

- Performs duties to support the defense and investigations including, but not limited to, maintaining regular and timely communications with attorneys to keep apprised as to the status of the investigation; providing trial and hearing support through preparing clients, exhibits and witnesses for trial or sentencing; researching treatment placement options and coordinating with probation services as needed; performing post-trial tasks as needed; maintaining thorough documentation of all work; and, maintaining and utilizing tools and equipment for conducting investigations.
- Applies appropriate skills necessary in testifying accurately and truthfully on behalf of the defense. Trains and mentors less experienced investigators on testifying.
- Processes and submits applicable forms and paperwork in accordance with mandated cost procedures and State Office policy and procedures; and, ensures staff compliance with same.
- 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 directly related field; defense investigation or directly related experience; and, demonstrated experience, skills and training in leading others. 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.

#### **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).

# **Colorado Public Defender – Class Specification**

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

- Leadership skills to effectively mentor, train, develop and guide others; delegate responsibilities; and set an example for other investigators;
- Ability to evaluate performance, provide feedback on performance, and write objective and comprehensive employee evaluations;
- Strong client service focus;
- Maintaining client confidentiality and professional ethics standards;
- Ability to recognize and assist in answering ethical questions;
- Applying and interpreting applicable rules, guidelines, policies and procedures;
- Ability to recognize and assist with conflict determinations;
- Time management to manage one's own time and the time of others;
- 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.