

**CLASS SPECIFICATION**

**INVESTIGATIVE ASSISTANT**

**DEFINITION**

Under direction, to conduct complete misdemeanor and felony criminal investigations in a non-sworn capacity; to conduct follow-up research to enhance misdemeanor and felony cases; and to perform related work as required.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Acts as the case agent in conducting complete misdemeanor and felony follow-up investigations on a variety of crimes, such as child abuse, crimes of violence, juvenile crimes, forgery, fraud and auto theft; prepares cases for submittal to the District Attorney's Office; enhances misdemeanor and felony cases through the use of law enforcement computer systems, review of documents and evidence, and follow-up interviews; provides investigative support to sworn investigators by enhancing cases; locates and interviews victims, witnesses and suspects in office and field settings; coordinates cases with other agencies; writes investigative case reports; makes referrals to appropriate outside social agencies; acts as liaison between the medical community, schools, community agencies and the Police Department; testifies in court; examines arrest reports and obtains back-up documentation; and may participate in various crime-related interagency groups and committees.

**CLASS CHARACTERISTICS**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Criminal and juvenile justice procedures;
- Criminal laws;
- Civil laws;
- Penal Code provisions;
- Vehicle Code provisions;
- Search and seizure laws;
- Rules of evidence;
- Investigative interviewing techniques;
- Recordkeeping practices;
- Law enforcement computer information systems; and
- Various agencies available for referral.

**Ability to:**

- Interact effectively with all levels of staff, other agencies, and a variety of public from diverse socio-economic backgrounds;
- Identify problems, detect missing information, discrepancies and errors;
- Ability to analyze situations and develop recommendations for an appropriate course of action;
- Interpret rules and regulations accurately;
- Communicate effectively both orally and in writing;
- Work independently;
- Operate a computer terminal; and
- Maintain accurate and legible records and logs.

**Special Requirements:**

- May be required to work evenings, holidays and weekends; and
- Requires passing a background investigation, which may include a polygraph examination and a psychological evaluation.

**License:**

- Valid Class C California Driver's License is required.

**NOTE: This classification is implemented strictly for the grandfathered employees in the previous classification of Community Services Officer III-Level II-B. No new employees may be added to this classification. Once all current employees in this classification are separated from the City of Oceanside, this classification shall expire.**

**Investigative II:** Equal to 60 college semester units and one year of experience conducting complete crime-related investigations for a law enforcement, family welfare or child protection agency, OR one year of experience as an Investigative Assistant I.

\*EXAMPLES are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

\*\*SUGGESTED EMPLOYMENT STANDARDS are a guide for determining the education, training, experience, special skills, and/or licenses which may be required for employment in the class. These are evaluated each time a recruitment is conducted.