

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Legal Investigator**

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 1	<b>CLASS CODE:</b> J23-4241
<b>DEPARTMENT:</b> Various	<b>ACCOUNTABLE TO:</b> Various	<b>JOB FAMILY:</b> Legal	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Incumbents are responsible for conducting investigations for criminal cases, preparatory to trial/hearing and other resolution; developing information in case preparation; conducting interviews; reviewing and analyzing police and other reports and discovery of materials and crime scenes; locating and coordinating witnesses and evidence; and testifying in court or formal hearings.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Investigator classification is a stand-alone classification distinguished from other classifications by the specialized knowledge and skill required in investigating criminal cases, interviewing witnesses and suspects, critical analysis, and investigation techniques and methodology.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>BAND/ GRADE</b>
1.	Develops information for use by counsel in case preparation which includes: conducting interviews, reviewing and analyzing discovery of materials; examining evidence, crime scenes, review of technical and investigative reports and documents; and other methods of detection.		C4
2.	Discusses and analyzes cases with attorneys to assist in developing and refining defense which includes critical review and analysis of law enforcement, other agency documents and applicable laws and regulations in order to determine avenues of investigation.		C4
3.	Investigates and responds to questions and concerns regarding the criminal case. Prepares reports of investigations for attorneys or appropriate agency or department.		C4
4.	Testifies in criminal court or trial; coordinates witnesses and evidence for court.		C4
5.	Locates suspects, victims or witnesses and prepares affidavits of service to further assist in the preparation of case.		B2
6.	Coordinates the scheduling of interviews with attorneys, victims, and witnesses which includes prioritizing the investigation and interviewing witnesses, victims and suspects or inspection and investigation activities with law enforcement and other governmental agencies.		B2
7.	Performs other duties as required.		
<b>Knowledge of:</b> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"><li>• Local government organizations and functions;</li><li>• Practices and methods employed in crime detection/ investigations;</li><li>• Laws and ordinances of the State and County relating to law enforcement arrests;</li><li>• Rules of evidence and forensics;</li><li>• Functions of the judiciary and corrections fields;</li><li>• Customer Service techniques</li></ul>			

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

Skill in:

- Using computers and related software applications;
- Using equipment such as cameras, tape recorders, calculators, cellular telephones, and video cameras;
- Using general office equipment;
- Writing and analyzing reports;
- Performing professional investigations including collecting, compiling, organizing and evaluating information;
- Communicating with a wide range of people;
- Solving problems;
- Managing time and prioritizing projects;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

Legal: Bachelor's degree in Law Enforcement, Criminal Justice or related field or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job. Some positions may require additional years of work or program specific experience.

### **Licensing Requirements** (position requirements at entry may vary contingent on position):

- Current Driver's License and proof of insurance, if requested.
- Successful completion of general employment verification

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Medium Work: Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

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Date: 5/98

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Revised: 12/22