



## METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

### JOB DESCRIPTION

#### SECTION ONE – POSITION INFORMATION

Classification Title:	Investigator
Department:	Investigation
Supervised by:	Chief Investigator
FLSA:	Non-Exempt
Union Representation:	AFSCME Public Defenders Local 3668
Grade:	5
Salary:	\$37,087.96 - \$50,807.90

#### SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

Investigators receive general supervision from Attorneys, Senior Investigator, and the Chief Investigator. This position does not exercise supervision over other support staff positions.

#### SECTION THREE – POSITION SUMMARY

The Investigator position does not dispense legal advice; they take direction from an attorney to follow the legal theory of the case and to support or refute that theory through careful and thorough assembling of pertinent and relevant evidentiary facts within their ability to locate, identify, corroborate, and report.

An investigator is an enthusiastic seeker of information. They cultivate leads and further areas of inquiry from available information. Investigators go where specific information may be, determining whether or not it exists, and collecting such information. This may involve searching official records, unofficial records, or quasi-official records of any form, type, or nature. It may involve obtaining the testimony of those people who have direct, peripheral, or hearsay information bearing on the matter at issue. It may involve creating evidence in the form of photographs; drawings; recordings; reproductions of documents and/or recordings; models of places, things, and conditions; or preserving physical objects for later use.

The investigator should be thorough in this fact-finding process, so the attorney can then select and rely on the information he or she deems important and further be aware of damaging information as well as supporting information. Investigations should be conducted in a courteous and professional manner to assure that witnesses are willing to submit to follow-up interviews by either the investigator or the attorney.

The work performed requires a general knowledge of the organization's operations.

#### SECTION FOUR – ESSENTIAL FUNCTIONS

The essential duties of this position include, but are not limited to, the following elements which require the Investigator to:

- Locate and interview witnesses, victims and clients in a timely manner.
- Deliver subpoenas to witnesses in a timely manner.
- As directed by the attorney, conducts surveillance of both stationary and mobile subjects in a covert manner.
- Coordinate with witnesses regarding court appearances in a timely manner.
- As directed by the attorney, type concise and accurate reports depicting all aspects of the progression of an investigation.
- Prepare professional photographs, diagrams, maps and trial exhibits to facilitate improved understanding of a case.
- Testify competently and professionally in court concerning findings of investigations.
- Develop leads and sources of information, primarily within the Portland, OR tri-county area.
- Perform assigned investigations and update case management software in a timely manner.
- Participate actively and appropriately in the zealous representation of clients and in client advocacy.
- Participate in team meetings for case review and discussion of office related issues.
- Obtain, analyze and disseminate pertinent records including court, medical, military, criminal and psychological; review presentence reports, prepare appropriate support documents.
- Arrange and coordinate necessary documents and compensation for civil compromises, as directed.
- Maintains daily contact with attorneys regarding case activity.
- Maintain availability to other staff members for consultation and education; participate in training programs (includes suggesting topics for in-house training).

#### SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Participate in special projects as assigned.
- Other duties as assigned.

#### SECTION SIX – EQUIPMENT OPERATED

Office phones, cell phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.

#### SECTION SEVEN – JOB SPECIFICATIONS

##### **KNOWLEDGE**

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- English usage, spelling, grammar and punctuation.
- Proper telephone etiquette.
- Basic usage of modern office equipment and Microsoft Office software.
- Basic mathematical principles.
- Principles and practices of working safely.

##### **SKILLS**

- Skill in operating a computer to search, update, correct, and retrieve information.
- Skill in communicating orally and in writing with a variety of people, gathering and exchanging information.
- Skill in typing (proficient at 35 words per minute with 100% accuracy)

- Skill in operating typical office equipment such as office phones, cell phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.

**ABILITIES**

- Ability to pass an annual criminal background check and DMV check.
- Ability to observe, remember, recall and communicate details accurately and completely.
- Ability to develop professional, accurate, and detailed reports.
- Ability to meet deadlines.
- Ability to work flexible hours including evenings, nights, and/or holidays as necessary, in order to contact witnesses and information sources.
- Ability to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed).
- Ability to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years).
- Ability to travel to the courthouse or other criminal justice system facilities to see clients and witnesses, or to testify in court.
- Ability to transport or arrange for the transportation of files, trial notebooks, evidence, exhibits, and other related materials to and from the courthouse and other criminal justice system facilities.
- Ability to visually search, enter, edit computerized data.
- Ability to maintain confidentiality of agency records.
- Ability to courteously greet employees, clients and guests.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.

**SECTION EIGHT – PHYSICAL REQUIREMENTS**

Work is generally sedentary, in an office setting, courthouse, field location or jail facility. There are frequent requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files, or carrying and setting up display easels in court.

Must have the ability to drive a vehicle and a valid Driver’s License so good hearing and at least 20/40 vision with glasses or corrective lenses is required.

Must have visual acuity, clear speech and keen hearing.

**SECTION NINE – WORK ENVIRONMENT**

The work environment is friendly, team-oriented, cooperative and respectful.

The requirements of this position are performed primarily in an office setting although daily field work occurs about 40% of the time. Investigators work a majority of their hours between from 8:00 a.m. to 5:00 p.m. Monday through Friday. Ability to work flexible hours including evenings, nights, and/or holidays as necessary, in order to contact witnesses and information sources.

Regular and predictable attendance is a requirement of the job. Overtime must be pre-approved in writing by the County Director.

**APPROVALS & REVISION DATES**

**Updated February 5, 2020**

**Approved by:**

**Carl Macpherson, Executive Director**

**Greg Scholl, Capital Team Director**

**Kristine Constans, Human Resources Manager**