

Duty Statement Rank & File

Proposed
(Submit to HR for Review)
 Final

Print or type.
See Specific Instructions on page 2.

A. Current Position Number 785-112-8610-xxx	B. Probationary Period /JEP Period 12 Month Probationary Period	
C. Incumbent Name Investigator	D. Classification/Job Title	E. Date of Hire
F. Unit, Section, Division Executive Office	G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles	
H. Name of Immediate Supervisor/Manager	I. Classification/Title of Immediate Supervisor/Manager Supervising Special Investigator II	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 7	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Monday - Friday	N. Work Hours 8:00 a.m. – 5:00 p.m.	
O. Background Check Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	P. Job Requires Driving Automobile <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Q. Certification Required <input checked="" type="checkbox"/> Yes Basic Peace Officer Standards and Training (POST) Certificate <input type="checkbox"/> No

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Special Investigator II, Chief Deputy and/or CEA Operations, the incumbent plans, organizes, directs and independently conducts investigations; is responsible for the review and investigation of complaints submitted to the Secretary of State's office regarding alleged elections law violations that may occur throughout the United States of America.

While performing the duties described below, the incumbent will be required to work in a team environment and/or independently with minimal supervision to complete work assignments or investigative tasks. The incumbent is required to have the ability to interpret and apply laws and regulations to specific situations; develop, organize, prioritize, and

manage multiple case investigations and other assignments or tasks; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations. The incumbent must have knowledge of investigation techniques and procedures; rules of evidence and court procedures and service of legal process. The incumbent must exercise the ability to follow written and oral instructions; participate effectively in investigations and interviews; prepare written documents and accurate detailed investigation reports clearly and concisely; and maintain effective and cooperative working relationships (e.g., with the public, supervisors, agency personnel, judges, district attorneys). The incumbent must exercise sound professional judgment and behavior; meet deadlines, take initiative, and demonstrate personal accountability in addition to maintaining regular, consistent and predictable attendance in the performance of these specific functions.

ESSENTIAL FUNCTIONS

- 45% Investigate complaints and determine possible criminal or administrative action. Locate, interview and take statements of complainant, witnesses and suspects; gather, analyze and evaluate evidence and report findings.

Attend mandatory training to maintain Peace Officer Standards and Training (POST) standards as required. (E)

- 15% Prepare, review and evaluate comprehensive interview and investigation reports; examine records, collect data, and report facts; prepare complete, detailed, in depth investigation reports and recommend action to be taken by district attorneys, Attorney General, United States Attorney or in house attorneys in the presentation of their criminal or administrative cases; appear as a witness and present evidence and testimony at administrative hearings or in court; prepare correspondence; recommend criminal complaints be filed and arrest warrants issued; draft and serve subpoenas. (E)

- 15% Instruct, advise and work closely with the investigative staff, management, in house attorneys, district attorneys, the Attorney General or the United States Attorney to provide investigatory information with respect to election related criminal violations and criminal background case information as it relates to open and closed investigations. Provide investigation case information to in house attorneys, district attorneys, the Attorney General or the United States Attorney in preparation for court case presentation.

Work closely with and secure the cooperation of federal, state, and local law enforcement agencies; train other law enforcement personnel in the laws, rules and regulations; serve as Secretary of State representative on major crime task forces. (E)

- 10% Consult with county elections officials regarding elections law violations. (E)

- 10% Prepare correspondence concerning elections code violations and respond to telephone and walk-in requests for elections information from county elections officials, law enforcement and the general public. Triage complaints received

related to elections law violations to determine whether an investigation should be initiated. Interpret and explain practical California elections law. (E)

MARGINAL FUNCTIONS

5% Perform other duties as required. (M)

General Requirements:

The incumbent must have the knowledge of investigation techniques and procedures; rules of investigatory work; rules of evidence and court procedure; principles of identification, preservation, and presentation of evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques; duties of federal, state, and local law enforcement agencies; interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered;. Exercise sound professional judgment and behavior; meet deadlines, take initiative, and demonstrate personal accountability. The incumbent must maintain regular, consistent, and predictable attendance in the performance of these specific functions.

POST CERTIFICATION:

The incumbent is required to have a current basic California Commission on Peace Officer Standards and Training (POST) certificate, or the incumbent will be required to provide proof of successful completion of a basic investigative training course as prescribed by POST prior to hire.

The following expectations apply generically to all of the tasks cited above:

Maintain familiarity with and appropriately apply current laws, rules, policies, and procedures governing election law.

Meet all applicable POST standards in conducting investigative work.

Be of good moral character, pursuant to Government Code section 1031.

Effectively organize and coordinate day-to-day work to ensure that all assignments receive the appropriate attention and that established timelines are met; or anticipate the need to modify established timelines. Seek and obtain approval, as appropriate, and follow up with appropriate action in advance.

Exercise good judgment in advising all levels of staff on issues pertaining to the Investigation Unit and on-going investigations, ensuring that advice is consistent with applicable laws, rules, policies and procedures.

Effectively communicate verbally and in written format, correct use of grammar and vocabulary. Exercise strong, persuasive writing skills.

Promote outstanding customer service and techniques for continuous improvement in the delivery of those services.

Exercise tact, resourcefulness, and good communication skills in daily contacts with all staff and public; convey a professional demeanor to all those contacted in the course of work; and project a positive image of technical expertise, trust, helpfulness, and fairness.

Follow policies and procedures established by the Secretary of State, including attendance and leave policies and the various laws and rules governing civil service employees.

Field investigations require some travel within California. The investigator may be required to testify in any court relative to the scope of an investigation. Telework opportunities may be available based on operational needs.

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➔	EMPLOYEE SIGNATURE ➔	DATE SIGNED ➔
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➔	SUPERVISOR SIGNATURE ➔	DATE SIGNED ➔
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