



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 8610 Investigator
Branch: General Administration	Working Title: CFT Investigator
Unit: Deputy Director	Tenure/Timebase: Permanent Fulltime
Position City: Orange	Position County: Orange County
Position Number: 306-8610-001	CBID/Bargaining Unit: R07
<p>Conflict of Interest Classification: Yes</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: Yes	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 11/13/2024

<p>Direction Statement and General Description of Duties: Pursuant to and under authorization of Vehicle Code section 1655 and Penal Code Section 830.3, and under direction of the District Supervisor (Supervising Investigator I), this position requires field work greater than 50% and is responsible for the following activities:</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
55%	<p>Conducting Investigations (E)</p> <p>Plan, conduct, and coordinate complex investigations relating to criminal activity involving the use of electronic information systems. Work with multi-agency task force operations as required. Searches a wide range of digital devices and computers. Apply</p>



POSITION DUTY STATEMENT

	laws and rules of evidence to specific situations; gather and analyze facts and evidence including, but not limited to, computers and/or electronic information systems; review evidence seized from suspect and preserve physical evidence; identify and reconstruct information from electronic equipment that provide indications of fraud and elements of other crimes involved; conduct interviews of witnesses and interrogate suspects; properly prepare and execute search warrants; serve legal documents; make arrests. Collects, examines, and performs technical analyses of digital related evidence. Uses various forensic tools for information and evidence. Work closely with allied law enforcement agencies and provide technical assistance to local, state, and federal officers and prosecutors. Testify as an expert witness for prosecutors in State and Federal courts.
30%	Reports (E) Write clear and concise investigative reports for the Investigations Division and state and federal prosecutors. Prepare prosecution case summaries, investigative summaries; undercover operations, arrest, and/or interview of suspect. Monitor case investigation activities utilizing various computer databases including but not limited to our Case Management System and California Law Enforcement.
10%	Collateral Duties (E) May have a collateral duty assignment(s), including but not limited to assisting the Office of Internal Affairs in assignments emanating from or approved by the Chief, including investigations of employee misconduct, tampering with official record systems, and other special cases of a criminal nature. Conducts field investigations that includes, but not limited to vehicle theft, odometer discrepancy, occupational licensing, and fraudulent documents.
5%	Other Duties (M) Acts for the Sergeant when directed. Other job-related duties as assigned.

Supervision Received: The Investigator is under direction of the Supervising Investigator I, but may receive direction for the Supervising Investigator II, Deputy Chief, or Chief.
Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may work as a lead / mentor, guiding other staff in completing tasks.



POSITION DUTY STATEMENT

<p>Physical Requirements: Work both indoors and outdoors. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the employee is exposed to climatic conditions. May occasionally be exposed to toxic materials or chemicals. While driving, the employee is exposed to dust and fumes. Exposed to gun powder and fumes during quarterly weapons qualifications and periodic tear gas training. May be exposed to crisis/trauma situations.</p>
<p>Special Requirements: The employee must possess or have corrected to possess best visual acuity in each eye. All employees must be able to hear the conversational voice. Must meet POST medical and psychological requirements.</p>
<p>Personal Contacts: Will interact with departmental staff as well as the public by phone, email, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.</p>

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE