

DISTRICT ATTORNEY INVESTIGATOR

POSITION PURPOSE: SERVES AS AN INVESTIGATOR FOR THE DISTRICTY ATTORNEY'S OFFICE

POSITION IN ORGANIZATION: REPORTS TO SPECIAL INVESITGATOR

MAJOR DUTIES:

1. Investigates assigned cases with the goal of providing the District Attorney's Office with complete information relevant to the case.
2. Handles follow-up investigation including interviewing the alleged offender, conducting additional/initial interviews of the victim and witnesses, reviewing physical evidence, jail phone records and relevant medical records, obtaining information on past criminal history, and obtaining follow-up photographs when needed.
3. Participates in meetings with other agencies and gathers information and evidence relevant to the investigation.
4. Keeps all records current and accurate.
5. Attends approved training.
6. Attends community group meetings to educate the community and promote the goals of the District Attorney's Office.
7. Maintains a flow of information among agencies and prosecutors in Winnebago County.
8. Serves legal process as directed by the Special Investigator.
9. Prints photos as needed for trials.
10. Testifies in court as required.
11. Performs related duties as assigned.