

WASHINGTON STATE DEPARTMENT OF PERSONNEL
Class Code: 46680
Specification for Class of

AGO SENIOR/SUPERVISOR INVESTIGATOR/ANALYST

Abolished Effective June 1, 2005

Class Series Intent: Investigator/Analysts in this series support the mission of the Office of the Attorney General (AGO) to provide independent legal services to the State of Washington and its citizens.

Definition: Performs the analytical and/or investigative duties of an AGO Investigator/Analyst and three or more of the following work assignments: (1) unit supervisor, (2) special investigations, (3) lead of multi-jurisdictional task force, (4) trainer, (5) expert consultant, and/or (6) lead for organizational improvement initiatives.

Distinguishing Characteristics: Incumbents in this class perform the analysis and/or field investigative duties of an AGO Investigator/Analyst and, additionally, are designated in writing by the Attorney General or designee at the division chief level or above to perform a minimum of three of the following work assignments on a regular basis:

1. Unit supervisor. Supervises AGO Investigator/Analyst staff and unit operations.
2. Special investigations. Investigates cases having extreme sensitivity due to high profile nature of issues and/or persons involved, possible political impacts, and/or elevated media interest. These special investigative assignments are made at the highest levels within the AGO to specific investigative staff based on experience and subject matter expertise, and are not of the routine nature customarily assigned to an investigative unit.
3. Lead of multi-jurisdictional task force. Lead investigator for one or more multi-jurisdictional task force(s) on an on-going basis.
4. Trainer. Develops and/or updates course curricula and presents recurring formal investigations and analysis

training to the criminal justice community, law enforcement, other state agencies, AGO staff, and/or citizens groups.

5. Expert consultant. Provides specialized expert advice and assistance to law enforcement and/or other government agencies. Consultants are recognized by the depth of knowledge and experience in a specific field or area that far exceeds that of the typical AGO Investigator/Analyst and that of the other law enforcement or governmental staff who are seeking assistance.
6. Lead for organizational improvement initiatives. Incumbents are selected based on experience and extensive knowledge of AGO organization and operations to receive recurring functional area assignments as lead for organizational improvement initiatives such as strategic planning, agency policy and procedures, work performance measures, process improvements, and measures designed to increase unit cohesiveness.

Work assignments at this level are made in those areas for which the AGO provides legal services. These areas include consumer protection, ethics, health care provider fraud, economic crimes, patient abuse, homicide tracking, torts, sexually violent predator commitment and other areas as directed by the Attorney General.

The terms "investigative work", "investigations" and "analysis" as used in this class series refers to the process of gathering facts, developing evidence in accordance with the judicial rules governing admissibility in court and the analysis of case information either for the purpose of (1) substantiating and/or validating civil and/or criminal allegations or claims; and/or (2) providing expert consultation to law enforcement agencies concerning investigative methods, practices and case analysis support.

Investigator/analysts in this series perform a full range of investigative and analytical duties as required to complete case assignments. This includes: (1) researching and analyzing records to determine their relevance, reliability, authenticity, value, validity and correlation to other information; (2) responding to discovery requests such as interrogatories, requests for production of documents, and requests for admission; (3) obtaining statements, preparing or attending depositions or obtaining confessions; (4) obtaining and serving subpoenas to

compel attendance of witnesses or to produce records; (5) collecting, handling and preserving evidence in accordance with the rules of evidence; (6) conducting field surveillance; (7) obtaining and coordinating service of search warrants; (8) advising parties of their constitutional rights; (9) writing investigative reports; (10) establishing proof of facts and evidence sufficient for use in a court or administrative hearing; (11) making recommendations and reviewing the case with assistant attorneys general, US Attorneys, private attorneys and/or prosecuting attorneys; (12) presenting evidence and completed investigations; (13) testifying in court or other proceedings; (14) providing expert analysis of case files and investigations; and/or (15) correlating evidence and pursuing leads as indicated.

Knowledge and Abilities

Knowledge of: investigative techniques and practices; principles and methods of effective interviewing and interrogation; operation of the judicial system; elements of proof; rules of evidence; trial testimony; case analysis; report writing; ethical conduct; principles of supervision, lead and/or other designated speciality areas as appropriate.

Ability to: independently plan an investigative strategy and carry out complex investigations in accordance with the rules of evidence; analyze the relevance, reliability, credibility and admissibility of obtained evidence; interpret and apply state and federal laws and regulations and case precedents; establish rapport with, and gain confidence of, law enforcement, hostile and reluctant witnesses, business community and client agencies/entities; write and speak clearly, concisely and accurately; organize and submit timely and accurate investigative reports; apply the rules of evidence and/or rules of arrest, search and seizure; gather and analyze specific types of data; research and interpret technical, professional, business and financial records; use a computer to access, analyze and organize information; create and maintain an atmosphere of integrity, respect and objectivity throughout the legal process; work under pressure with continually shifting case priorities and deadlines; maintain strict and complete confidentiality.

Minimum Qualifications

Five years experience as an AGO Investigator/Analyst.

OR

A Bachelor's degree and ten years professional level experience planning and conducting civil and/or criminal investigations.

Additional qualifying experience in civil or criminal investigations will substitute, year for year, for education.

NOTES:

1. A valid driver's license is required.
2. Applicants will be required to submit to an extensive background check which may include: (1) criminal record, (2) driving record, (3) military service record, (4) credit rating, (5) finger printing, and/or (6) other appropriate background information.

New class: 7-9-99