

UNCLASSIFIED JOB ANNOUNCEMENT

Posted July 28, 2015

INVESTIGATOR FOR PUBLIC DEFENDER

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serve at the pleasure of the Nevada State Public Defender. The recruitment for this position will close on Friday, July 31, 2015.

DEFINITION

Under close supervision, performs criminal investigative work in the Public Defender's Office and related duties as required.

APPROXIMATE ANNUAL SALARY:

Up to \$66,611 plus benefits (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

POSITION LOCATION: Carson City, Nevada

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

TO QUALIFY:

An associate's degree from an accredited college or university in criminal justice or a closely related field, plus one year of experience which utilized scientific methods of investigation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE:

A valid drivers' license is required at the time of appointment.

EXAMPLES OF DUTIES: (*The following is used as a partial description and is not restrictive as to duties required.*)

Conduct and participate in criminal pre-trial investigations for felony, misdemeanor, and juvenile cases to assist attorneys in the Public Defender's Office in the preparation and presentation of a legal defense.

Compile evidence, working with local law enforcement agencies to obtain information; inspect and photograph crimes scenes, gathering, marking and preserving evidence; gather physical evidence from physicians and other sources on behalf of defendants.

Locate witnesses and write investigative reports.

Initiate and maintain a variety of resources materials, files, and records (manual and computerized) related to cases investigated and information gathered.

Testify in court regarding actions, involvement, observations, and information obtained, as it relates to assigned investigations.

KNOWLEDGE OF:

Departmental policies and procedures. Federal, state and local laws, statutes, codes, regulations and standards applicable to area of assignment, including criminal, investigative and trial procedures within Carson City. Terms and acronyms commonly used in the assigned function. Management information systems and software programs used in the assigned area. Rules of evidence; including the protocol for handling, preserving, and presenting evidence and its legal admissibility. Principles of Criminal, Constitutional, and Administrative Law; research methods and available resources for obtaining information and documentation necessary to prepare a case for the defense.

Methods and procedures in interviewing and skip tracing techniques.

Judicial and criminal trial procedures. Nature of legal evidence.

ABILITY TO:

Independently conduct investigations. Prepare case components for presentation in court. Establish rapport with and instill confidence in witnesses, defendants, and others connected with investigations.

Apply methods of criminal investigation. Obtain evidence and information by observation, through interview and physical collection. Analyze and evaluate data, evidence, and statements and formulate logically supported conclusions. Communicate in a clear, concise manner both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Work is performed in a standard office environment and various indoor and outdoor off-site locations. Ability to tolerate exposure to the elements. Ability to climb, stoop, crouch, and kneel; to lift and move objects weighing up to 25 lbs. Ability to operate office and investigative equipment including computers, telephones, calculators, copiers, fax machines, still and video cameras and audio/video recording equipment.

SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO:

Nevada State Public Defender

Attn: Karin L. Kreizenbeck

511 E. Robinson Street #1

Carson City, NV 89701

(775) 684-1080

Or email to: klkreizenbeck@govmail.state.nv.us

In subject line please reference: **Investigator for Nevada State Public Defender**

The State of Nevada is an Equal Opportunity Employer.