CIVILIAN COLD CASE INVESTIGATOR

DEFINITION

Under general supervision, conducts investigations of "cold cases," including, but not limited to homicide and major assaults; and creates and/or maintains a database for the cataloging of evidence pertaining to assigned cases.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Conduct "cold case" investigations as assigned; perform a comprehensive review of unsolved criminal cases to create an evidence database; determine the existence of potential DNA evidence; assist in the location of such evidence; forward evidence to appropriate agency for DNA evaluation; submission of evaluation results into CODIS; conduct follow-up investigations (non-hazardous) as necessary; complete follow-up reports in the proper format, in a thorough and professional manner, which will aid in the future prosecution of the case.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of the investigation of criminal cases and the identification of forensic evidence, particularly forensic evidence pertaining to DNA analysis;

Knowledgeable of record and file management techniques and systems, including, but not limited to Tiburon, Microsoft Excel, and/or Access;

Possess excellent written and verbal communication skills, including the ability to articulate detailed and complex information to all levels of staff.

Skilled in establishing and maintaining productive working relationships with both internal and external customers

Ability to effectively perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25lbs. May be exposed to repetitive motion and computer monitors.

QUALIFICATIONS

Associates Degree in Forensic Science, Criminal Justice or related field **AND** five years experience in investigation as a sworn police detective with an extensive background in conducting homicide and/or major assault investigations.

Must possess at the time of application, and maintain, a valid California Driver's License. Incumbents must successfully complete a "DNA/Cold Case Unit" training class within 6 months of appointment to position.