



THURSTON COUNTY
invites applications for the position of:

Public Defender Investigator

SALARY: \$4,755.00 - \$6,325.00 Monthly

OPENING DATE: 12/20/21

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

PLEASE NOTE: On August 24, 2021, the Board of County Commissioners adopted a Resolution requiring COVID-19 vaccination OR weekly testing for county employees. This position will be required to be either fully vaccinated or submit weekly testing results as a condition of employment. For more information, please contact the recruitment contact listed below.

****The screening process for this position is ongoing and will continue until the position is filled. Thurston County Public Defense reserves the right to close this recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible. The first review of applicants will begin the week of January 10th .****

Thurston County Public Defense Mission:

"To Defend and Protect Our Clients' Constitutional Rights, One Person at a Time"

Thurston County Public Defense is currently recruiting for **one (1) full-time Public Defense Investigator**. The position of **Investigator** provides assistance to Defense Attorneys by gathering information, reviewing evidence, and interviewing witnesses that will be used to establish the best possible legal defense for clients. The primary assignment for this position will be in the **District and Juvenile Court Unit(s)** performing criminal investigations consistent with the summary of duties outlined below.

Duties and responsibilities may include, but are not limited to the following:

- Assist attorneys in analyzing cases from a defense perspective. This may include examination of discovery materials or other information to determine areas in which more factual information is needed, and attendance at pre-trial conferences.
- Collects and evaluates physical and material evidence and discusses findings with attorneys to determine crime connection and admissibility in trial. Conducts crime scene analysis and examination of other physical locations or objects to uncover and identify evidence that will assist in preparing the defense. Takes photographs and measurements, and preparing diagrams, maps charts and scale drawings to be exhibited in courts.
- Conducts investigations for a wide variety of cases to provide support for legal defense. Reviews documents and identifies, evaluates and collects information, data and evidence. Visits scenes, develops leads, contacts and sources of information, interviews clients, witnesses, victims, law enforcement officials, or other relevant individuals to gather statements and information on events surrounding cases.

- Identify and locate known or potential witnesses; assist attorneys in identifying appropriate expert witnesses. Prepares, processes, and serves subpoenas on individuals and organizations. Provides trial assistance by communicating the trial schedule to witnesses, responding to last minute investigation requests and testifying as necessary.
- Maintains complete records of investigation activities that include comprehensive written summaries of interviews and other investigative findings; document contacts; documentation that may include, but is not limited to: address verifications, education and employment records, military records, medical records, private industry records, government agency records and criminal records of state and defense witnesses.
- Organizes investigative case files; maintain and update time logs and calendar of due dates and court dates, confer with attorneys regarding investigative status.

Working Conditions:

This position requires incumbents to work in an office and out in the field. Field work will include visiting crime scenes to gather pertinent data, facts, and information. Incumbents may be exposed to sensitive and violent crime scene information, photographs, etc.

Incumbents are required to conduct interviews in person or via phone, encountering hostile, difficult or uncooperative individuals. Must have the ability to assess potentially dangerous situations and act accordingly.

Travel within and outside of the county will be required. Assigned cases may require incumbent to work early hours, extended work hours, weekends and holidays.

QUALIFICATIONS:

- Bachelor's degree in criminal justice or other closely related fields and two years' experience as a criminal defense investigator that include gathering, preserving and presenting information. Or, any equivalent combination of experience, education, or training that demonstrates skills, knowledge and abilities to perform the essential functions of the position.
- Must possess knowledge of effective interviewing techniques and methods to include the ability to document facts, ascertain factual discrepancies and employ appropriate action and follow-up.
- Skilled in preparing detailed narrative reports, correspondence and other written materials. Must be able to present information and detailed facts during trials.
- Must possess excellent written, verbal and listening skills.
- Must have proficient computer skills to effectively perform the essential duties of the position.
- Must possess a valid Washington State driver's license or the ability to obtain one within 30 days from date of hire.

DESIRED SKILLS:

- Knowledge of the role of the attorney and investigator relationship and familiarity with the Washington State Bar Association Rules of Professional Responsibility and other ethical standards that govern Investigators.
- Skilled in working with a variety of individuals from diverse backgrounds. Experience working with clients in the criminal justice system preferred.
- Skilled in identifying potential ethical issues and seeking advice or counsel when ethical issues arise or require clarification.

- Strong communication skills and effective listening skills with the ability to accurately document interviews and meetings.

OTHER POSITION RELATED INFORMATION:

Questions about this position?

For more information about this position, please contact **Mia Pagnotta, (360) 786-5868**.

This position is:

- NOT Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required to be considered for this position:

- Application
- Letter of Interest
- Resume
- Job Specific Supplemental Questionnaire (Question 1) and;
- Applicant Disclosure Form (Pursuant to RCW Section 43.43.830) (Questions 2-7)

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #24R01600
PUBLIC DEFENDER INVESTIGATOR
MP

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498

Public Defender Investigator Supplemental Questionnaire

- * 1. At times this position requires working outside of a typical 8AM-5PM workday. Are you able to work an alternate work schedule in order to perform the essential functions of this position?
 Yes No
- * 2. Questions 2-7 is the Applicant Disclosure Form: The purpose of this disclosure form is to comply with the Washington Child and Adult Abuse Information Act. Our intent is to do what we can to assure the well-being of all clients we serve. Have you ever been convicted of a crime?
 Yes No
- * 3. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or

exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

Yes No

* 4. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

Yes No

* 5. Do you have any civil adjudicative proceedings or criminal charges pending?

Yes No

* 6. If you answered YES to ANY questions numbered 2-5, please explain below. If you answered NO, please enter NA.

* 7. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

Yes No

* Required Question