

## **Public Defender Investigator Trial Division**

**POSITION SUMMARY:** Under limited supervision, provide investigative support for staff trial attorneys in assigned cases in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality. Plan and conduct investigations. Position involves extensive local travel which requires possession or eligibility to possess a valid Wisconsin driver's license upon appointment. Valid Wisconsin driver's license must be maintained while serving in the position. The testimony of an Investigator may be discredited to the detriment of the client due to the Investigator's criminal convictions. Because Investigators are required to testify in court and may be asked about their criminal convictions by the prosecutor, candidates will be asked at the interview to discuss their criminal convictions. Incumbents will notify their supervisors immediately if there is any change in their criminal conviction record.

### **GOALS AND ACTIVITIES:**

#### **70% A. Planning, conducting, and documenting investigation.**

- A1. Upon receipt of investigation referral, consults with trial attorney concerning general legal and factual nature of case.
- A2. Obtains and evaluates discovery and other relevant documents from trial attorney and from law enforcement agencies to identify potential defense issues.
- A3. Formulates investigative procedures appropriate to case.
- A4. Locates and interviews witnesses, including the defendant, eyewitnesses, character witnesses, law enforcement personnel, jurors, and experts such as physicians, ballistics specialists, and social service professionals. Obtains sworn statements from witnesses or jurors as required.
- A5. Visits crime scene to document evidence; prepares diagrams and takes photographs as required.
- A6. Obtains documentary evidence, such as business records, medical reports, and personal correspondence of witnesses.
- A7. Discovers, reviews, and analyzes evidence for relevance and credibility in a particular case.
- A8. Participates in polygraph examinations to obtain evidence.
- A9. Keep accurate case and interview notes, activity logs, and time records in file. Maintain case file. Enter accurate case information in eOPD in a timely manner.

#### **25% B. Coordination of investigation findings with trial attorney.**

- B1. Present all investigative findings or lack thereof to trial attorney. Prepare reports which thoroughly and accurately documents all work performed as directed.
- B2. Prepare legal documents in the form of affidavits and other evidence for submission to court.
- B3. Consults with trial attorney on relationship of factual information to legal issues and assists with assessment of evidentiary findings.
- B4. Assist attorney in trial preparation including but not limited to preparing exhibits, serving subpoenas, maintaining contact with witnesses prior to their testimony, testifying, and on occasion transporting witnesses.
- B5. Assists trial attorney at counsel table during litigation, if attorney so desires.

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5% C. Performance of other duties.

- C1. Provide proper care and maintenance of state car, digital camera, cell phone, laptop, and any other assigned agency equipment. Prepare and transmit accurate administrative reports in a timely manner.
- C2. Demonstrate a commitment to learning and improvement by attending and actively participating in regional, agency and other training opportunities.
- C3. Perform other duties as directed by management.

**Knowledge, Skills and Abilities**

- 1. Professional-level criminal justice system background.
- 2. Professional-level criminal investigation background, including interviewing methods and techniques.
- 3. Knowledge of criminal, juvenile and mental health justice systems.
- 4. Ability to provide professional testimony in court as needed.
- 5. Knowledge and ability to use computer software including but not limited to, Word PowerPoint, Excel, Access, and Google Mail (or comparable computer programs), in addition to internet research.
- 6. Effective oral, written and interpersonal communication skills.
- 7. Time management, organizational, problem-solving & analytical skills.
- 8. Ability to work effectively with people from different ethnic, cultural, political, economic, and religious backgrounds.
- 9. Cultural competence skills.
- 10. Availability to occasionally work non-traditional hours.

**Special Qualification**

Possession or eligibility to possess a valid Wisconsin driver's license upon appointment, which must be maintained while serving in the position and the ability to legally operate an automobile in Wisconsin.