

**OFFICE OF THE DEFENDER GENERAL  
JOB SPECIFICATIONS – INVESTIGATOR – PG 24**

**Class Definition:**

Complex investigative work for the Office of the Defender General. Provides investigations and technical services in all areas related to indigent clients, including, but not limited to, criminal, juvenile, appellate, and correctional proceedings. Duties are performed with a high degree of independence, but require teamwork with attorneys and other staff members. Work is performed under the general supervision of a Public Defender and is reviewed by the Defender General or his/her designee.

**Examples of Work:**

Receives and reviews allegations of criminal or juvenile offenses. Evaluates case from a defense perspective and develops investigative plan. As appropriate, utilizes a variety of investigative techniques including locating and interviewing witnesses, examining and analyzing various records and documents, and gathering and preserving physical evidence. May conduct legal research, and analyze data. May determine the need for and secure expert assistance in consultation with the attorney. May have to conduct surveillance and other undercover operations. Presents investigation results in a format requested by the case attorney. Assists defense attorneys in trial preparation and strategy. May perform background investigations of prospective jurors. Other responsibilities may include serving subpoenas and testifying in court. Performs related duties as required.

**Knowledge, Skills and Abilities Required:**

Thorough knowledge and understanding of investigative principles and techniques. Thorough knowledge of interview techniques. Considerable knowledge of Vermont criminal and family law. Working knowledge of other applicable state and federal laws. Ability to consider and identify interpersonal problems facing clients, such as learning disabilities, substance abuse issues and psychiatric needs. Knowledge of community resources and counseling services available to clients, and the ability to coordinate these and present them in an accessible format. Ability to prepare clear and concise, or detailed and complex reports as required. Ability to communicate effectively both orally and in writing. Ability to gather, analyze and interpret criminal intelligence and/or large amounts of complex data or documentary, medical and scientific evidence. Ability to prepare graphics and other documentation for exhibition. Ability to make public presentations. Considerable knowledge of Vermont court practices, rules and procedures. Knowledge of firearms. Ability to operate equipment such as cameras and tape recorders. Knowledge of the laws governing search and seizure. Knowledge of constitutional limitations upon law enforcement activity. May require: ability to conduct surveillance and to work in an undercover capacity; ability to coordinate work of investigative teams; ability to draft legal documents such as subpoenas; and ability to research, read, and interpret laws, regulations, and caselaw of considerable complexity. Ability to manage a heavy caseload. Ability to establish and maintain effective working relationships, and perform job functions with tact and discretion.

**Environmental Factors:**

Incumbents should be in good physical condition. May need to perform strenuous physical activity if required. May have to work long and irregular hours in the field during work assignments. Duties require travel for which private means of transportation is required. The nature of the work can be very stressful, and may create situations of potential danger and injury. Evening and weekend work may be necessary.

**Minimum Qualifications:**

Education: Bachelor's degree. Experience: Four years of professional investigation work, or experience as required by the Defender General. Additional work experience may be substituted for the bachelor's degree on a six months for a semester basis.