

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

<b>Classification Title:</b> STUDENT ASSISTANT	<b>Branch/Division/Bureau:</b> ENFORCEMENT BRANCH / INVESTIGATION DIVISION
<b>Working Title:</b> Student Assistant	<b>Office/Unit/Section/Geographic Location:</b> ///INLAND EMPIRE (RANCHO CUCAMONGA)
<b>Position Number (13 Digit):</b> 413-543-4870 901	<b>Conflict of Interest Position:</b> NO
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the general supervision of the Regional Supervising Investigator, the Student Assistant works with and directly supports the activities and responsibilities of a regional office staff, collecting, organizing and analyzing official and unofficial documents relating to assigned cases. Other support activities also required are statistical and data collection on criminal cases using a variety of computerized data bases; retrieval of claim files and preparation of investigative charts utilizing computers, and the preparation of draft correspondence and report(s). In furtherance of those activities and as directed, Student Assistants may load; transport, catalogue and store evidence and assist in search warrant execution after the area is secured. Student Assistants may also assist in tape transcription; may accompany investigators to prosecutor's office for criminal filings, case discussions and strategy meetings when appropriate; and complete miscellaneous administrative duties.

**ESSENTIAL FUNCTIONS\***

- 40% Using computers, prepares statistical reports, investigative charts, and draft correspondence, as requested by investigative and supervisory personnel. Using a variety of databases, collects required statistics and data on criminal cases. Retrieves claim files from insurance carriers.
- 30% Assist in the review of investigative case files including, collecting, organizing, and analyzing documents; contacting witnesses; and preparing correspondence and other related reports for the investigative and supervisory personnel as requested. Assists in tape transcription and may accompany investigators to prosecutor's office for criminal filings, case discussions, and strategy meetings when appropriate. Completes miscellaneous administrative field duties at the direction of the Supervising Special Investigator II.
- 25% Completes research in support of the Investigation Division Regional Office assignments utilizing various computer databases. Assist in the caseload management of the Regional Office. Completes various investigative support activities such as data entry, evidence collection, review and preservation, service of process, and search

---

warrant execution. Loads, transports, catalogs, and stores evidence and assist in search warrant execution after the area is secured.

**MARGINAL FUNCTIONS**

5% Works on special projects as assigned.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Must be able to work in a law enforcement environment that includes the presence of firearms
- Must be able to work in a high-rise building
- Frequent sitting required

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

---

Employee Signature

Date

---

Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

---

Supervisor Signature

Date

---

Printed Name