



**THE COUNTY OF MONTEREY
A DRUG-FREE WORKPLACE**

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

DISTRICT ATTORNEY INVESTIGATOR III

\$81,739 - \$111,644 Annual Salary

FINAL FILING DATE: by: August 05, 2011 (Postmarks and faxes not accepted) **Exam # 11/34A22/07KC**

THE POSITION

This is a Peace Officer level position conducting sensitive and difficult criminal and civil investigation work in support of prosecuting attorneys.

ESSENTIAL FUNCTIONS

- Investigate known and suspected violations of law including, but not limited to criminal and civil matters
- Assist Deputy District Attorneys in the preparation of cases for trial and testify in court and at hearings
- Confer with attorneys, probation officers, other law enforcement agencies and prepare detailed reports
- Interview suspects, witnesses, complainants and analyzes and evaluate testimonies and evidence
- Investigate internal matters within the jurisdiction of the District Attorney's Office
- Prepare, serve and return search warrants, serve subpoenas and other legal processes
- Obtain evidence from crime scenes and other law enforcement agencies
- Locate suspects and witnesses

MINIMUM QUALIFICATIONS

Must meet California Government Code 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

Licenses/Certificates: Possession of valid California Basic P.O.S.T. Certificate. Possess a valid California Class C driver license at the time of appointment, maintain a good driving record, or be able to provide suitable transportation approved by the appointing authority.

Thorough Knowledge of: The principles, methods and techniques used in civil, criminal and administrative investigative work; criminal law as it pertains to investigative work; the methods used in gathering, preserving and presenting evidence in court; the laws of arrest, search and seizure; principles and techniques of identification.

Working Knowledge of: Civil judgment enforcement techniques; rules of evidence and courtroom procedures; the duties, responsibilities, powers and limitations of the Office of the District Attorney

Some Knowledge of: California corporate, consumer, environmental, child support, Workers' Compensation Insurance fraud, Welfare, property, and other laws and codes applicable to criminal, civil and administrative investigations.

Skill and Ability to: Read, understand and correctly interpret court orders, official documents and other documents used in a broad range of investigative and trial work; gather, analyze and evaluate complex facts and evidence; obtain information and evidence through interview, interrogation and observation; draw logical conclusions and make recommendations for an effective course of action; write detailed investigative reports, correspondence and memoranda; exercise sound judgment, diplomacy and discretion under difficult circumstances; recognize political and community implications of decisions and recommendations; think creatively; provide excellent and courteous customer service, and establish and maintain effective working relationships to internal and external contacts.

DESIRABLE QUALIFICATIONS

Bilingual skills in English/Spanish are highly desirable. Computer skills are highly desirable.

CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Pass a Physical Agility Test and Panel interview. Final candidates must successfully pass the background/suitability process, which includes: a thorough background investigation, a medical examination and a psychological examination. Must be legally able to possess a firearm; maintain the standards established by P.O.S.T and the District Attorney's Office. Be available to: Work long/flexible hours, including different shifts, holidays, evenings, and weekends; travel daily within and outside the County as necessary.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification are:

Ability to meet the medical and physical standards under the California Peace Officer Standards of Training and California Government Code; ability to sit, stand, and /or drive for extended periods of time; mobility, flexibility, gross body coordination, dexterity sufficient to stand, stoop, reach, bend, twist and turn in order to view crime scenes and examine physical evidence; ability to pursue and physically detain hostile individuals; acute vision, visual color discrimination, hearing, voice, smell and sense of touch in order to detect and examine crime scenes and all manner of physical objects, including items of evidence such as weapons, photographs, diagrams, fingerprint impressions and trace evidence and to clearly see and identify people; ability to develop and maintain manual dexterity, visual acuity and physical strength necessary to demonstrate proficiency with duty weapon and other equipment issued; ability to speak clearly and with volume required to conduct interrogations and to carry on clear conversations in person, over a radio and on a telephone

REQUIRED MATERIALS AND SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of a completed Monterey County Application; responses to the Supplemental Questions. Resumes will not be accepted in lieu of required application materials. Applications received without the Supplemental Questions responses will not be considered. Application materials will be competitively evaluated, with those who are determined to be most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, physical agility test, performance examination, and/or written examination.
- **All applications must be mailed to Monterey County Human Resources, 168 West Alisal Street, 3rd Floor, Salinas, CA 93901; OR Apply On-Line at www.co.monterey.ca.us/personnel**

Applications may be obtained from:
Monterey County Human Resources Division
168 West Alisal Street, 3rd Floor
Salinas, CA 93901-(831)755-5516

COMPENSATION AND BENEFITS

Monterey County offers an excellent benefits package [Unit A] including:

- ★ **Health Insurance:** Flexible Benefit Allowance.
- ★ **Life Insurance:** the County provides coverage of \$10,000 Term Life.
- ★ **Paid Time Off:** 10 days after 6 months. Increases after 3, 10, 20, 21, 22, 23 and 24 years of service.
- ★ **Paid Sick Leave:** 12 days per year.
- ★ **Holidays:** 11 paid days and one floating holiday per year.
- ★ **Retirement Plan:** 3% at 50; a portion of **PERS** retirement contribution paid by the County.
- ★ **Dependent Care Flexible Spending Account Benefit:** Available at employee expense on a pre-tax basis.
- ★ **Deferred Compensation:** the County has a voluntary deferred compensation program.

The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or A Unit MOU prevail over this listing. More information regarding A Unit benefits may be obtained from our website at www.co.monterey.ca.us/personnel

NOTE:

1. If you believe you possess a disability that would require test accommodation, please call the Personnel Analyst at (831) 796-3681
2. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.
3. If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed above.
4. If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.

CLASSIFICATION SPECIFICATION AVAILABLE ON REQUEST.

Monterey County
SUPPLEMENTAL QUESTIONS
DISTRICT ATTORNEY INVESTIGATOR III
EXAM # 11/34A22/07KC

Instructions:

All candidates must thoroughly respond to the Supplemental Questions as part of the application process. Further consideration will be based upon a screening of these responses, your application and resume. Applications received without a Supplemental Question Response will **not** be considered. A resume, letter, application, and etc. will not be accepted as a substitute for a response to these questions.

APPLICANTS WHO RESPOND “NO” TO ANY SUPPLEMENTAL QUESTIONS ONE THROUGH SIX WILL AUTOMATICALLY BE DISQUALIFIED. (Pursuant to California Government Code Section 1029 and 1031).

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are you 20 1/2 years of age or older? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you possess a regular California P.O.S.T. Basic Certificate?
You will be required to provide a copy of your certificate if invited to an interview. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Can you provide proof of U.S. citizenship or proof that you are a permanent resident Alien who is eligible for and has applied for citizenship? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you possess a high school diploma or GED? (if GED, minimum overall score of 45 or better, with no single score under 40)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have uncorrected vision of 20/100 or better in each eye, correctable to 20/30 in each eye; normal color vision; normal hearing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you legally able to carry a firearm (no misdemeanor domestic violence convictions)? | <input type="checkbox"/> | <input type="checkbox"/> |

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 1029 AND 1031 YOU WILL BE AUTOMATICALLY DISQUALIFIED FOR THIS POSITION IF YOU HAVE EVER BEEN CONVICTED OF A FELONY.

7. Have you been convicted of a felony?
8. Please describe in a detailed written narrative form, your investigative experience. Your response should thoroughly document your investigative experience and the number and type of cases you have investigated both independently and in support of other investigators. Include in your response reference to specific positions held and exactly what your job responsibilities were:

- the type of cases you have investigated
- your role and responsibilities
- your specific responsibilities related to handling and preserving evidence for court presentation
- law enforcement agencies with whom you have coordinated investigations and your role in the investigation
- your trial and courtroom support experience