



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **District Attorney Investigator**

*An Equal Opportunity Employer*

### **SALARY**

\$47.93 - \$57.89 Hourly    \$3,834.40 - \$4,631.20 Biweekly    \$8,307.87 - \$10,034.27 Monthly  
\$99,694.40 - \$120,411.20 Annually

**OPENING DATE:** 01/06/17

**CLOSING DATE:** 01/30/17

**JOB TYPE:** Full Time

**Job Category:** Public Safety

**DEPARTMENT:** District Attorney

**LOCATION:** Carithers Building - 931 Parkway Mall, Napa

### **THE NAPA VALLEY**

#### ***PLEASE READ THIS BULLETIN IN ITS ENTIRETY***

**The Napa Valley** – Internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

### **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the *Employer of Choice* for more than 1,400

employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

### **THE POSITION**

**This recruitment is being conducted to fill one full-time vacancy. The list established by this recruitment may be used to fill future full-time vacancies for up to one year.**

The District Attorney Investigator is an experienced sworn peace officer who conducts felony and misdemeanor investigations under the jurisdiction of the District Attorney's Office and performs a variety of work activities related to investigative assignments. *Candidates with at least 7 years of experience as a peace officer pursuant to California Penal Code Section 830.1, which includes criminal investigations experience, is preferred.*

***District Attorney Investigators fall under the Law Enforcement Unit's Memorandum of Understanding and are eligible for incentive pay of up to 5% of base salary for degree attainment and/or P.O.S.T. certifications.***

### **The Recruitment Process**

1. Applications are due by 5:00 P.M. on Monday, January 30, 2017.
2. Applications will be screened for minimum qualifications the week of January 30, 2017.
3. Candidates that meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of February 6, 2017. The most qualified applicants from the scoring of the supplemental questions will be invited for an Oral Panel Interview.
4. Oral Panel Interviews are tentatively scheduled to take place the week of February 21, 2017. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

*The Human Resources Department reserves the right to change the recruitment process at any time.*

**EXAMPLE OF DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Conduct a variety of criminal investigations either independently, or as a member of a team; interview and take statements from witnesses and other individuals involved in assigned cases; review, analyze and maintain records, accounts, and other factual information; compile relevant data for assigned case investigation records; photograph crime scenes and items of evidence; prepare diagrams, charts, and other visual aids in support of investigative work; collect, analyze, and preserve evidence; prepare reports on investigations; assist attorneys in the District Attorney's Office with evaluation and preparation of cases for prosecution and be required to testify in court; serve subpoenas, execute search warrants and arrest warrants; assist in locating and making arrangements for the appearance of witnesses to present evidence; participate in investigative work involving various types of law violations; provide assistance to other law enforcement and/or regulatory agencies; and, may participate in meetings with community groups and other organizations relative to law enforcement functions and activities, as well as respond to crime scenes as necessary.

**Typical Qualifications**

## KNOWLEDGE OF:

Investigation techniques and procedures.

Principles of identification, preservation and presentation of evidence.

Sources of information used in locating persons.

Legal rights of citizens.

Rules of evidence.

Court procedures.

California Penal Code and other related laws to the proper procedures to conduct a legal investigation.

Search and arrest warrant preparation and service procedures.

Photography and audio/video recording relative to investigative work.

Functions of word processing programs.

## SKILL TO:

Effectively operate field and office equipment and software used in criminal investigative work.

Interpret statutes, regulations, laws, rules and policies which impact criminal investigations.

Competently perform criminal investigations.

Perform responsible investigations with tact, resourcefulness and good judgment.

Obtain information and evidence by observation, record examination and interviews.

Analyze and evaluate statements of witnesses or suspected violators, as well as other crime scene evidence.

Secure and present evidence in oral and written form.

Prepare and maintain paper and automated investigative records, data and reports.

Analyze situations accurately and take effective action.

Effectively communicate in a verbal manner and written format.

Understand and follow oral and written directions to carry out assignments.

Operate field and office equipment and software programs used in criminal investigative work.

Maintain department issued firearm in a workable condition.

Work cooperatively with departmental staff, the public, other department and outside agencies.

Work independently with a minimum of supervision.

Successfully complete scheduled range qualifications.

Conduct database searches.

Conduct interview with victims, witnesses and suspects.

**ABILITY TO:**

Work nights, weekends, holidays, and/or rotating shifts.

Sit for long periods to conduct investigations.

Use physical force as needed to execute search and arrest warrants.

Walk for extended periods to track witnesses.

Bend down to collect evidence at search site.

**EXPERIENCE AND EDUCATION**

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**

Three years of experience as a peace officer pursuant to California Penal Code Section 830.1, which includes criminal investigation experience.

**Education:**

Completion of two years of college with major course work in police science, criminology, public or business administration or closely related field.

**License or Certificate:**

Possession of a valid California Driver's License and a current California Peace Officers Standards and Training Intermediate Level Certificate.

**Citizenship:**

Applicants must be United States citizens.

**Other Skills:**

Bilingual Spanish and Microsoft Office skills are desirable.

**ADA Accommodation**

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

EXAM #00053  
DISTRICT ATTORNEY INVESTIGATOR  
SS

**District Attorney Investigator Supplemental Questionnaire**

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to

continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

**Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

Yes  No

\* 2. Do you possess a current CA P.O.S.T. Intermediate Certificate or higher?

Yes  No

3. If you do not possess a current CA Intermediate P.O.S.T. certification, have you successfully completed the CA three-week P.O.S.T. Re-qualification Course within the past 36 months?

Yes  No

\* 4. Do you possess a current CA P.O.S.T. Advanced Certificate?

Yes  No

\* 5. How many years of experience as a Peace Officer (pursuant to California Penal Code Section 830.1), which includes criminal investigation, do you possess?

- Less than 3 years  
 at least 3 years but less than 5 years  
 at least 5 years but less than 7 years  
 at least 7 years but less than 12 years  
 12 or more years

\* 6. Have you worked as a California Peace Officer in the past 36 months?

Yes  No

\* 7. If you have worked as a California Peace Officer in past 36 months, please list the name (s) of the agency(ies) where you worked in this capacity and your dates of employment with each agency.

\* 8. Please describe your experience as an Investigating Officer. Include the following information in your response: A. Name of employer. B. Your job title. C. Employment dates in this position. D. A brief description of your investigative duties including trial preparation and testimony.

\* 9. Please describe your previous trial and courtroom presentation experience. Please include the following information in your response: A. Name of your employer. B. A brief description of the court cases. C. The types of technology you have used to gather evidence. D. The technology you have used to present evidence in the courtroom.

- \* 10. Describe your experience authoring and serving search warrants. Please include the following information in your response: A. Number of search warrants you have authored. B. List the crimes for which you have authored search warrants. C. List the approximate dates of the last search warrant you have authored. D. List the number of search warrants you have personally served.
  
- \* 11. To qualify for this position it will be necessary for you to agree to an extensive background investigation which will include criminal history, drug and alcohol use, financial history, contact with current and prior employers and interviews with friends, family and neighbors. Do you agree to participate in an extensive background investigation?  
 Yes    No
  
- \* Required Question