



COUNTY OF FRESNO  
invites applications for the position of:

## SENIOR DISTRICT ATTORNEY INVESTIGATOR

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**SALARY:** \$32.86 - \$42.04 Hourly  
\$2,629.00 - \$3,363.00 Biweekly  
\$5,696.17 - \$7,286.50 Monthly  
\$68,354.00 - \$87,438.00 Annually

**OPENING DATE:** 08/02/17

**CLOSING DATE:** 08/14/17 04:00 PM

**POSITION DESCRIPTION:**

### APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

The **Fresno County District Attorney-Public Administrator's Office** is offering excellent career opportunities for qualified, experienced individuals interested in furthering their law enforcement careers as a **Senior District Attorney Investigator**. Successful candidates will be responsible for conducting complex and sensitive criminal and civil investigations; may act in lead capacity which includes assigning, reviewing and coordinating the work of staff; and performs related work as required.

Note: The eligible list established from this recruitment may be used to fill both permanent and extra-help positions. Individuals selected for extra-help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules.

As a condition of employment, candidates must undergo and pass a thorough background investigation, polygraph, medical and psychological examination. These investigations include employment/credit histories, verification of education, arrest/criminal records, drug/alcohol use, and personal conduct. This list is neither inclusive nor exclusive; other relevant areas may be investigated and verified.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

**SAMPLES OF DUTIES:**

[Click here to review the Samples of Duties.](#)

**KNOWLEDGE, SKILLS AND ABILITIES:**

[Click here to review the Knowledge, Skills and Abilities.](#)

**MINIMUM QUALIFICATIONS:**

Candidates must meet one of the following three (3) options:

OPTION 1:

Education: Possession of a bachelor's degree that is acceptable within the United States accredited college or university system.

Experience: Two (2) years of full-time, paid work experience performing investigations in a public law enforcement agency. **Your application must clearly identify how you meet the requirements as listed above with a detailed description of relevant duties or your application will not be accepted.**

OPTION 2:

Education: Completion of sixty (60) semester units that is acceptable within the United States' accredited college or university system.

Experience: Three (3) years of full-time paid work experience performing investigations in a public law enforcement agency. **Your application must clearly identify how you meet the requirements as listed above with a detailed description of relevant duties or your application will not be accepted.**

OPTION 3:

Experience: Five (5) years of full-time, paid experience as a District Attorney Investigator in Fresno County.

In addition to the above listed options, candidates must also possess the following:

Certificate: Possession of a valid Intermediate certificate issued by the State of California, Department of Justice, the Commission on Peace Officer Standards and Training.

Age: At least twenty-one (21) years of age.

License: Possession of a valid Class "C" driver's license, or equivalent.

Other: Under California Penal Code Section 830.1, the Senior District Attorney Investigator classification is defined as a Peace Officer. Therefore, candidates must meet all pre-employment as well as ongoing peace officer status requirements pursuant to federal, state and local legislation.

Please note:

- *Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.*
- *A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).*
- *Resumes and attachments are not accepted in lieu of a completed application.*
- *Please fully list your education/work experience; including current position. Failure to list current, complete and accurate education/work experience within the job application (including employment with the County of Fresno) will result in disqualification of your application.*
- *College/university transcripts may be requested to verify completion of qualifying units.*
- *In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, school's location, the type and number of units earned (semester or quarter), type of degree earned and which major or program was completed. Failure to completely list education within the job application may disqualify the applicant from consideration.*
- *If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may either attach a copy to your application, fax a copy to 559-455-4788, Attn: Iyali Osuna, or hand deliver a copy to our office.*
- *Valid driver's license number must be listed on your application. Failure to provide this number on your application will result in your application NOT being accepted.*
- *A copy of your valid Intermediate P.O.S.T certificate must be submitted by the closing date and time of this recruitment or your application will NOT be accepted. You may attach a copy to your online employment application, fax a copy to (559) 455-4788, Attn: Iyali Osuna or hand deliver a copy to our office.*

## **SELECTION PROCESS:**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for one of the processes listed below:

- **Written Examination.**
- **Oral Examination.** An oral examination includes a panel consisting of at least two members within a similar field of expertise as the vacancy. Candidates are asked structured questions and must respond orally to allow the panel to evaluate the specific qualifications of each applicant.

Successful candidates will be placed on an employment list effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

## **REQUIRED APPLICATION MATERIALS:**

- Fresno County Application (must be current, complete and accurate; amendments to your application will not be allowed after the filing deadline).
- Supplemental Questionnaire.
- **A copy of your valid Intermediate P.O.S.T certificate.** You may attach a copy to your application, submit it to our office, or fax a copy to (559) 455-4788 (Attn: Iyali Osuna) by the closing date and time of this recruitment.

Application materials must be submitted online only via our website by the closing date and time of this recruitment. Applications submitted via U.S. mail, in person in our office, email or fax will not be accepted. Resumes are not accepted in lieu of an application.

## **HOW TO APPLY:**

Applications for this recruitment must be submitted **online only**. The online application may be found at <http://agency.governmentjobs.com/fresnocca>

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions will result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to: <https://www.governmentjobs.com/Applications/Index/fresnocca>

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

**REASONABLE ACCOMMODATIONS** - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may *contact Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.*

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Analyst: Iyali Osuna

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## SENIOR DISTRICT ATTORNEY INVESTIGATOR Supplemental Questionnaire

\* 1. Are you at least 21 years of age?

Yes  No

\* 2. Do you possess a valid Intermediate POST certificate issued by the State of California, Department of Justice, the Commission on Peace Officer Standards and Training (POST)? An expired POST certificate is not acceptable. NOTE: This must be submitted by the closing date and time of this recruitment or your application will NOT be accepted. You may attach a copy to your online employment application, fax a copy to (559) 455-4788, Attn: Iyali Osuna or hand deliver a copy to our office.

Yes  No

\* Required Question