

An Invitation to apply

District Attorney Investigator I

Recruitment # 30130TF072015



Calaveras County

FFD: Open Until Filled

County Mission Statement:

The mission of Calaveras County Government is to provide service, infrastructure and leadership necessary to advance a safe community, maintain a high quality of life, and to protect personal liberties for all of its citizens

Calaveras County Human Resources
891 Mountain Ranch Road
San Andreas, CA 95249
24-hour job line: 209-754-6332
Fax: 209-754-6333
E-mail: hr@co.calaveras.ca.us



\$28.57—\$34.76 /hr.

Experienced investigator I needed to conduct criminal investigations, including assisting attorneys preparing misdemeanor and felony cases for hearings and assisting other law enforcement agencies with criminal investigations; and to do related work as required.

This is the entry-level and first working level in the District Attorney classification series. This position is for a certified peace officer with at least three years of full-time experience in which at least one year was spent in criminal investigations.

Valid P.O.S.T. certificate required.



#30-13 07/07/2015

Calaveras County is an Equal Opportunity Employer

RESPONSIBILITIES AND DUTIES

- Interviews witnesses and others involved in assigned cases
- Obtains witness statements, documents and related evidence.
- Collects physical evidence and arranges for forensic testing of evidence as directed.
- Performs field investigations.
- Reviews reports from law enforcement agencies.
- Makes recommendations regarding appropriate investigations for cases.
- Appears in court as witness or attorney support
- Prepares photographs, sketches and diagrams for courtroom presentation.
- Prepares reports regarding investigative work.
- Inspects crime scenes and gathers, analyzes and preserves physical evidence.
- May initiate investigations as directed and makes recommendations regarding appropriate charges.

KNOWLEDGE OF:

MINIMUM QUALIFICATIONS

Investigative techniques and procedures; criminal law, rules of evidence and court procedures; training and experience in crime scene processing; interviewing techniques; basic accounting procedures and their application to law enforcement and investigations; use and care of firearms.

SKILLS AND ABILITY:

Gather and analyze investigative data; provide a variety of support for legal staff and other law enforcement agencies; prepare clear, concise, and comprehensive investigative reports; analyze financial and statistical data; interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence; prepare diagrams and illustration for presentation in court; training and experience in modern forensic evidence; and to establish and maintain effective working relationships with others.

LICENSE/CERTIFICATES

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles; possession of a valid basic P.O.S.T. certificate required at time of appointment.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school and three years of full-time law enforcement experience with at least one year in criminal investigations.

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

- Calaveras County Application
- Current Resume
- Cover Letter
- POST Certificates

FINAL FILING DATE: Open Until Filled

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which applicants will continue in the screening process. Incomplete applications, or those missing the required resume and cover letter will not be processed.

Those candidates identified as having qualifications best suited for the position will be invited to a selection interview.