



# THE COUNTY OF SUTTER

## Invites Applications for

**FINAL FILING DATE:**  
**November 9, 2018**

**SENIOR CRIMINAL INVESTIGATOR**  
**\$5,016 - \$7,149/Monthly**

**THE POSITION:** Under direction, investigates the most difficult and complex criminal offenses and civil issues in preparation of trial; determines facts; consolidates evidence; assists attorneys in the preparation and presentation of case facts in court. Occasional overtime is required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

**Example of Job Duties:** *Other related duties may be required and assigned.* Investigates trial cases; obtains and reviews reports; interviews witnesses and receives statements; obtains and analyzes facts and evidence; reviews criminal histories; presents findings to attorneys; testifies to findings in court; locates and interviews witnesses and suspects; serves witness subpoenas; prepares and executes search warrants; arrests suspects; compiles summary of investigations performed, including narratives of witness testimony, evidence obtained, and recommendations pertaining to case disposition; completes daily reports reflecting activities performed; prepares summary of investigations; recommends disposition; prepares and obtains various reports, forms, and records in the investigation of cases: school records, medical records, law enforcement records, and other pertinent information; obtains subpoenas and performs service for documents, victims, and witnesses required for trial; assembles and evaluates evidence to be used at trial; determines if scientific analysis or expert witness testimony is required prior to trial; ensures evidence is correctly marked; transports evidence for scientific testing; ensures chain of evidence is entered into record; performs investigative procedures in the location of witnesses; coordinates scheduling of court ordered appearance after witnesses have been located and served; arranges transportation for witnesses for court appearances as needed; assists attorneys at trial in jury selection, operation of video equipment, and various other duties as may be requested; coordinates and conducts physical and photographic line-ups for identification purposes; reviews current legal decisions to determine applicability to physical and testimonial evidence; types and records various subpoenas, notices, reports and other legal documents as required; verifies data entered is correct; and facilitates notification to all involved parties; provides discovery of evidence to defense attorneys in accord with state law; assists other law enforcement agencies in locating and apprehending victims, witnesses, and suspect; types and records various subpoenas, notices, reports and other legal documents as required; verifies data entered is correct; obtains required authorizations as required by law; distributes or performs execution of documents as applicable; maintains contacts and working relationships with various city, county, state, and federal government offices and private enterprises in order to obtain and assemble information needed for prosecution of cases; assists outside agencies as requested.

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

**Knowledge of:** Thorough knowledge of current investigative processes, procedures, and techniques employed in crime detection and criminal investigation; federal, state, and local laws, regulations, and rules relating to investigations, arrests, and evidence; thorough knowledge of procedures of Court and rules of evidence in court trials; principles of report writing; utilization and availability of resources in investigation assistance beyond the District Attorney's office.

**Ability to:** Research, obtain, evaluate, and report on information obtained through interview, interrogation, and observation. Demonstrate sound judgment and effective analytical skills; reason logically; independently set and meet work priorities and time constraints. Analyze situations accurately and adopt an effective course of action. Prepare complete and comprehensive case reports. Establish, maintain, and foster positive and harmonious working relationships with those individuals and agencies contacted in the course of work. Communicate effectively both orally and in writing. Maintain confidentiality of sensitive information.

**Education and Experience:** Education equivalent to completion of sixty (60) semester college units or completion of fifteen (15) core units from an accredited college or university in Criminal Justice of a closely related field and four years of experience which would demonstrate the possession of the above knowledge and abilities, including criminal/civil investigation work for a Welfare Fraud Investigation Unit, district attorney's office or law enforcement agency; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Special Requirements:** *Essential duties require the following physical skills and work requirements:* Ability to use firearms in a safe manner; ability to think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, walking, crouching, or crawling during emergency operations, moving equipment, climbing stairs/ladder, operate assigned equipment and vehicles; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others.

**License:** Must possess and maintain a valid California Driver's License. Must possess a valid P.O.S.T. Intermediate certificate; possession of a valid P.O.S.T. Advanced certificate is desirable.

**Other Requirements:** Incumbents will be required to undergo an extensive personal background investigation because incumbents are required to deal with sensitive/restricted material from the Federal, State and local departments of justice.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

**NOTE:** Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 10/18/18



## SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

### HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ [www.suttercounty.org](http://www.suttercounty.org)

Or contact

#### **Sutter County Human Resources**

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

### SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

### EMPLOYEE BENEFITS

**Salary:** New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>				<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	<b>2.7 @ 55</b>	<b>8% EE Share by EE</b>	<b>3 @ 50</b>	<b>9% EE Share by EE</b>
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	<b>2 @ 60</b>	<b>7% EE Share by EE</b>	<b>2 @ 50</b>	<b>9% EE Share by EE</b>
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	<b>2 @ 62</b>	<b>6.25% EE Share by EE</b>	<b>2.7 @ 57</b>	<b>11.25% EE Share by EE</b>
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. <b>The County also participates in Social Security.</b>					

**Medical, Dental, Vision and Life Insurance:** The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

**Health Care Spending Account:** Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

**Dependent Care Spending Account:** Designated pretax contribution used to pay for eligible dependent day care expenses.

**Paid Leave Days:** Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

**Disability Insurance:** Sutter County participates in the State Disability Insurance Program.

**Deferred Compensation:** Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

*Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

**E-Verify:** This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

*The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.*

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.