



THE COUNTY OF EL DORADO
invites applications for the position of:

INVESTIGATOR (DISTRICT ATTORNEY)

SALARY: \$43.74 - \$53.17 Hourly
\$7,581.60 - \$9,216.13 Monthly
\$90,979.20 - \$110,593.60 Annually

OPENING DATE: 01/18/19

CLOSING DATE: 02/03/19 11:59 PM

Department: District Attorney

Location: Placerville, California

DESCRIPTION:

El Dorado County is one of the most beautiful counties in the state of California. You can avoid the valley commute and fog and take in the natural beauty. Check out our video to learn more!

[ELEVATE TO EL DORADO](#)

The County of El Dorado is recruiting applicants for Investigator (District Attorney). This recruitment will establish a list for the purpose of filling current and future vacancies for up to three (3) months.

We currently have the following vacancies:

- **One (1) full time vacancy in the located in Placerville, CA**
- **One (1) extra help vacancy located in Placerville, CA**
 - **Extra help vacancies are made to maintain adequate coverage of work for short periods of time at frequent intervals, where employment is of a recurrent nature depending on the needs of the Agency; work may be seasonal, on-call, and/or for a limited duration.**

A training and experience evaluation may be utilized to determine an applicant's ranking for referral to specific vacancies. Based upon the information in the application and/or responses to supplemental questions, the applicant's education, training and experience will be evaluated using a pre-determined formula.

DEFINITION

Under general direction, plans, organizes, and participates in the investigation activities of one or more units of the Criminal Investigations Division of the District Attorney's Office, including investigations related to felony, misdemeanor, juvenile, civil and related cases; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Investigator Supervisor (District Attorney). Exercises no direct supervision over staff, but may supervise daily operations of specialized investigation units or tactical operations. May provide training to less experienced staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the investigations series. As a sworn peace officer incumbents are responsible for providing investigative support for a variety of District Attorney cases. In addition, incumbents may supervise daily operations of specialized investigation units or tactical operations such as consumer fraud, narcotic task force, auto theft task force, cold case task

force, or the service of search warrants and arrest warrants. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Investigator Supervisor (District Attorney) in that the latter is the full supervisory-level in the Investigator series.

This class is further distinguished from the Investigator (Public Defender) in that the Investigator (District Attorney) is a sworn class with peace officer status.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Plans, directs, and conducts complex investigations related to a variety of criminal, civil and juvenile cases, including child abuse, code enforcement, narcotics, sexual assault, environmental crimes, consumer fraud, real estate fraud, workers' compensation fraud and welfare fraud.
- Locates and interviews defendants, complainants, law enforcement officials, witnesses, and other involved parties; interviews defendants in custody, juvenile hall, and mental facilities.
- Analyzes and evaluates police, court, and other records; prepares and serves subpoenas; prepares search and arrest warrants.
- Arranges for transportation, housing, and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures, and preserves evidence, photographs, fingerprints, and diagrams; prepares court exhibits.
- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- Makes arrests and conducts raids and highly sensitive investigations.
- Researches and locates witnesses; maintains a list of expert witnesses and Special Masters.
- Collects and verifies documents, statements, evidence, and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; prepares statistical data; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Initiates and processes special legal procedures pertaining to court and/or child abduction cases.
- Operates and maintains a variety of recording equipment.
- Assists in developing investigation policies and procedures.
- Independently organizes work, sets priorities, meets critical deadlines, and follows up on assignments.
- Provides formal training to staff on work and safety procedures and in the operation and use of equipment; develops and implements training procedures and standards.
- May be assigned to oversee equipment, including firearms and vehicles.
- May supervise daily operations of specialized investigation units or the service of search warrants and arrest warrants
- May supervise operations of grant funded units, track statistical information and grant budgets.
- May participate in authoring and submitting grant applications.
- May act as a representative of the District Attorney's Office and participate in county multi-disciplinary teams.
- Performs related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement, including crime scene and arrest and custody procedures.
- Principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to rules of evidence and criminal investigations.
- Recordkeeping and reporting requirements for criminal investigations.
- Principles and techniques of interviewing and interrogation.
- Sources of information used in locating persons.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Investigate and analyze crime scene and other evidence, evaluate findings, and reach sound conclusions.
- Interview and obtain information from witnesses, suspects, and others.
- Maintain accurate records and files.
- Gather, assemble, analyze, and evaluate facts and evidence, draw logical conclusions, and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field, and one (1) year of criminal investigative experience with a law enforcement agency; or three (3) years of law enforcement experience that is equivalent to a patrol deputy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current California basic or above P.O.S.T. certificate, pursuant to Penal Code 830.1. Applicants must meet California Government Codes 1029 and 1031 (Minimum Standards for Peace Officers) requirements.

OTHER REQUIREMENTS:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to perform investigations, visiting various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel,

reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while investigating. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work after hours, weekends, holidays, off-hours, or on-call.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.edcgov.us>

Position #1901-5603
 INVESTIGATOR (DISTRICT ATTORNEY)
 EH

330 Fair Lane
 Placerville, CA 95667
[530-621-5565](tel:530-621-5565)

edcjobs4u@edcgov.us

INVESTIGATOR (DISTRICT ATTORNEY) Supplemental Questionnaire

- * 1. Supplemental questions play an integral role in this recruitment process. Please take the time to provide thoughtful and thorough responses. The information you provide may be used to determine your ranking for referral to specific vacancies. All work experience that is described or included in your response(s) MUST be included in the "Work Experience" section of your application. Do not refer to a resume or other documentation.
 - I acknowledge receipt of this information
- * 2. Do you possess a current California basic or above P.O.S.T. certificate, pursuant to Penal Code 830.1? if yes, the certificate MUST be attached to your application.
 - Yes, certificate attached
 - No
- * 3. Do you possess equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field?
 - Yes No
- * 4. Describe your experience in criminal investigative with a law enforcement agency. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.
- * 5. Describe your experience in law enforcement that is equivalent to a patrol deputy. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.
- * 6. In detail, describe your experience investigating fraud cases or other "white collar" crimes where banking, medical and business records form the basis of the crime. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.
- * 7. In detail, describe your experience working with sworn and non-sworn individuals from governmental and private agencies, including insurance companies and the CA Department of

Insurance. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.

- * 8. In detail, describe your experience conducting interviews of witnesses or suspects to obtain information. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.

- * 9. In detail, describe your experience documenting affidavits and search warrants. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.

- * 10. In detail, describe your experience working within a team of investigators and task forces, including the role you have played in the team. Please include in your response the names of your employers where this experience was gained and the dates of employment. If you do not have experience in this area, please type N/A.

* Required Question