



Job Description

Job Title: Senior District Attorney Investigator
Job ID: 15021
Location: Throughout Riverside County
Full/Part Time: Full-Time
Regular/Temporary: Regular

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ABOUT THE COUNTY OF RIVERSIDE

Riverside County offers diversity that few locations can match. To find out more, please visit <http://www.countyofriverside.us>.

ABOUT THE DEPARTMENT

The Riverside County District Attorney's Office represents the People of the State of California in all criminal matters arising in Riverside County. This Office is committed to ensuring that justice is done and the community is protected. This Office prosecutes the guilty, safeguards the innocent, and protects victims and their rights.

This Office strives to establish and maintain effective, honest, and timely communication within the District Attorney's Office and between the District Attorney's Office and individuals and groups within the County communities in order to keep citizens informed about the prosecution function and the administration of justice.

JOB DESCRIPTION

Incumbents will work with prosecutors to prepare criminal cases for trial, locate witnesses, assist victims, testify in court; conduct complex criminal investigations in a wide variety of assignments, documenting findings in comprehensive reports; prepare and serve search warrants, collect, process and book evidence; manage and conduct uniformed, tactical and undercover field operations, including varied task force assignments and special units; conduct interviews, interrogations, and make arrests.

Incumbents of this journey level class are peace officers who perform the full range of investigative work within the Office of the District Attorney. This class is distinguished from Supervising District Attorney Investigator in that incumbents in the latter class are responsible for supervising a specialized unit or units within the investigative bureau.

P.O.S.T. CERTIFICATE PAY

Employees hired from agencies external to the County of Riverside will be compensated for P.O.S.T Certification as follows:

- Intermediate - 7% of base pay paid as a differential
- Advanced - 12% of base pay paid as differential

EDUCATION INCENTIVE PAY

- Bachelor Degree - 2.5% of base pay paid as premium
- Masters Degree - 5.0% of base pay paid as premium

For more information regarding P.O.S.T. Certificate or other incentive pay please visit <http://www.rc-hr.com>.

QUALIFIED APPLICANTS MAY BE CONSIDERED FOR FUTURE VACANCIES THROUGHOUT THE DEPARTMENT.

EXAMPLES OF ESSENTIAL DUTIES

Investigates actual and suspected law violations, including cases of a difficult and complex nature; gathers, preserves, analyzes, and reports evidence; conducts field investigations and searches crime scenes; interviews and interrogates complainants, suspects, witnesses, and other persons to obtain information; recommends to attorneys the filing of criminal complaints; writes reports, and assists attorneys in the preparation of cases for trial; investigates the personal background of complainants, suspects, and witnesses; testifies in court regarding evidence and investigations; arrests suspected criminals.

Conducts investigations for the Grand Jury and background investigations of applicants for employment with the District Attorney's Office; Conducts live and photo identification line-ups.

Executes search warrants and court orders upon criminal suspects to secure blood/bodily fluid samples for evidence and determination of infection for HIV and other communicable diseases.

Participates in, executes, and conducts search warrant operations, surveillances and undercover investigations; travels via automobile, air, and other modes of public transportation, out of state and out of the country with little notice; assists in the transportation of prisoners, witnesses, and victims over long distances.

Operates radio, mobile and base station police radio equipment, mobile and land line telephones and paging equipment and operates the District Attorney's Command/Dispatch Center.

Loads, transports, and stores evidence; operates technical investigative equipment such as tape recorders, cameras, and electronic sound equipment.

Prepares and maintains statistical and operational logs, records, reports, and maintains computer data bases relevant to assignments.

Monitors and responds to security alarms located in assigned county facilities.

May be assigned full or part-time staff assignments including law enforcement liaison, range master, training officer, personnel background investigator, criminal justice instructor, coordinator of the District Attorney's hazardous materials task force, and bureau security officer.

May be assigned periodically as Bureau Officer of the Day; may be assigned to investigate police officer-involved incidents, consumer and insurance fraud, hazardous materials violations, child abduction and criminal/grand jury investigations involving public officials; may be assigned to drug and other law enforcement multi-agency task forces, criminal intelligence and organized crime, and other specialized units within the Bureau of Investigation.

RECRUITING GUIDELINES

Education: Completion of 30 semester or 45 quarter units at an accredited college, including 12 semester or 18 quarter units in Criminal Justice, Administration of Justice, Criminology, Law Enforcement or a closely related field is preferred.

OPTION I

Experience: Three years of criminal or civil investigative experience, in a sworn status, in a civilian governmental law enforcement agency which included as a primary responsibility the performance of field investigations.

OPTION II

Experience: Two years of experience as a District Attorney Investigator with the County of Riverside.

Knowledge of: The principles and techniques of crime investigation; criminal law, including the rules of evidence, arrest, search and seizure; the techniques of interviewing and interrogating witnesses and suspects.

Ability to: Gather, preserve, analyze, and report evidence; draw logical conclusions and formulate sound recommendations; communicate effectively in oral and written form; establish and maintain effective working relationships with the members of the public and other law enforcement personnel.

OTHER REQUIREMENTS

License/Certificate: Possession of a valid California Driver's License.

Possession of a valid Basic P.O.S.T. Certificate.

Must be able to pass an extensive background check.

VETERAN PREFERENCE REQUEST

If you are a veteran, a spouse of a 100% disabled veteran, or a surviving spouse of a veteran who died of service-connected causes, submit a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) to the Human Resources Department at recruiting@rivco.org. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

All documentation referenced above should be submitted to recruiting@rivco.org before this job posting expires. Please remember that you will need to resubmit your Member-4 Form DD-214 (or NGB-22), and a copy of your letter of disability (if applicable) for some public safety positions even if you have submitted one in the past to the County of Riverside.

WHO MAY APPLY

This recruitment is open to all applicants.

APPLICATION PERIOD

The preliminary closing date for this posting is March 31, 2019 at 11:59 pm however postings may close at any time.

Applications received prior to the closing date will be considered based on the information submitted. Changes or alterations cannot be accepted. No late applications will be permitted.

Applications must be submitted through Job Gateway at <http://www.rc-hr.com/Careers/JobGateway.aspx>

Include relevant work experience details on resume and/or application.

Applicants who fail to provide information demonstrating they possess the position requirements may not be considered further in the application process. A description of job duties directly copied from the job classification or job posting will not be considered.

PRIOR TO THE CLOSING DATE, upload a copy of your official/unofficial transcripts to your Job Gateway account on your home page under My Career Tools - Cover Letters and Attachments. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation from a member of the National Association of Credential Evaluation Services(<http://www.naces.org/members.htm>) or Association of International Credential Evaluators, Inc. (AICE) (<http://aice-eval.org/members/>).

BASED ON THE NUMBER OF APPLICATIONS RECEIVED, THIS POSTING MAY CLOSE WITHOUT NOTICE.

CONTACT INFORMATION

If you have any questions regarding this posting, please contact Natalie Hagen at 951-955-4277 or nhagen@rivco.org

GENERAL INFORMATION

For specific questions regarding this position, contact the recruiter listed.

Benefits and detailed job description information is available for all Riverside County classifications on the job descriptions page at <http://rc-hr.com/Careers/JobDescriptions.aspx>.

Information regarding employment requirements, including pre-employment drug/alcohol test, background check, physical exam, initial probationary period is available at www.rc-hr.com. Procedures for reasonable accommodation, as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA), may be found at <http://dao.rc-hr.com>.

- ~ Applications must be submitted through the Riverside County Job Gateway System.
- ~ Current County Employees must use their Employee Self-Service Account to apply.
- ~ All other applicants must apply using <https://jobs.co.riverside.ca.us>

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside 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 (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.