



DISTRICT ATTORNEY INVESTIGATOR I

MINIMUM QUALIFICATIONS

THE POSITION

The San Joaquin County District Attorney's Office is recruiting for qualified candidates who are interested in a challenging and rewarding position as District Attorney Investigator I.

Under general supervision, a District Attorney Investigator I investigates alleged and suspected violations of criminal and civil law falling within the jurisdiction of the District Attorney's Office; makes recommendations for actions to be taken; and does related or other work as required. This is the entry level District Attorney Investigator position and employees are peace officers as defined by Section 830.1 of the Penal Code. Initially, employees are assigned the less difficult investigations and work is closely reviewed and supervised; but as knowledge and experience are gained, employees are expected to work more independently. Work may involve an element of personal danger and may entail long hours of work at unusual times of the day or night.

NOTE: Supplemental Application must be submitted with employment application.

Experience: Three years of experience as a peace officer in a public law enforcement agency including demonstrated experience in felony investigations.

Substitution: Completion of 60 semester units in police science, criminology, sociology, psychology, or closely related curriculum may be substituted for the required general law enforcement experience on a year-for-year basis to a maximum of two years.

License: Possession of a valid California driver's license.

Certificates: Possession of an Intermediate P.O.S.T. Certificate (or proof of eligibility for such certificate) including or supplemented by successful completion of approved courses in Powers of Arrest and use of firearms in accordance with Penal Code Section 832. Courses must have been approved by the California Commission on Peace Officers Standards. P.O.S.T. Certification must be a "**regular**" Intermediate P.O.S.T. Certificate.

****PLEASE NOTE: A copy of the original certificate MUST be submitted at the time of application.****

Come join the District Attorney's Office of San Joaquin County!

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Our Mission is Our Community

"We uphold a healthy, fair and just society, dedicated to leading San Joaquin County by education, intervention, investigation, prosecution and rehabilitation as provided by law, with justice for all."



DISTRICT ATTORNEY INVESTIGATOR I

COMPENSATION AND BENEFITS

Approximate Monthly Salary:

\$5,777 - \$7,023

Additional Benefits:

- Safety Retirement Member
- Supplemental pay for Intermediate and Advanced POST
- 12 days sick leave annually with unlimited accumulation
- Two weeks vacation per year
 - ◆ 3 weeks after 3 years
 - ◆ 4 weeks after 10 years
 - ◆ 23 days after 20 years

San Joaquin County provides a comprehensive benefits package to its employees. The benefits include the option of three medical plans, two dental plans, a vision plan, life insurance, Flexible Benefits (125) Plan, and Deferred Compensation Plan.

For further information regarding benefits, please access the County's benefits website at:

www.sjgov.org/hr

TYPICAL DUTIES

- Conducts investigations of civil and criminal matters such as consumer and welfare fraud, misconduct of public officials, homicides, embezzlement, suspected violations of corporate security laws and mental health matters; conducts investigations requested by the Grand Jury; and investigates failure to provide cases.
- Interviews and interrogates accused or suspected individuals and witnesses; examines court, police, public and governmental records needed for investigations; records and evaluates information obtained.
- Inspects crime scenes to locate, identify, assemble, preserve, record and evaluate information.
- Establishes and maintains contact with informants; gathers intelligence information concerning alleged criminal activities.
- Assembles and prepares evidence for presentation in court; assists attorneys in court; gives testimony in court.
- Analyzes and evaluates the results of investigations in light of recent court decisions; reviews reports of other law enforcement agencies to determine if all investigative avenues have been explored; detects defenses which may have been overlooked.
- Makes oral and written reports.
- Serves legal papers such as subpoenas, warrants and summonses; serves and executes extradition papers.
- Assists in coordinating the investigative activities of the District Attorney's Office with local, state and federal law enforcement agencies.
- Negotiates and arranges for repayment of fraudulently obtained funds.
- As assigned, acts in mutual aid situations which may include active law enforcement duties; makes arrests; works in an undercover capacity.

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: February 20, 2015

Apply online at www.sjgov.org/hr

Applications may be submitted to:
 San Joaquin County Human Resources
 44 N. San Joaquin Street, Suite 330
 Stockton, CA 95202
 Fax: 209.468.0508

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination interview, with top scoring candidates being referred to the District Attorney's Office for the selection processes. Candidates must successfully pass a background investigation and a pre-employment physical prior to employment.



SAN JOAQUIN COUNTY

DISTRICT ATTORNEY INVESTIGATOR I

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. **This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of District Attorney Investigator I.**

1. Do you possess a valid California's driver's license? If "Yes", please provide your driver's license number and expiration date.
2. This position requires that you possess a regular Intermediate POST certificate that includes or is supplemented by successful completion of approved courses in Powers of Arrest and use of firearms in accordance with Penal Code Section 832.

Do you possess an Intermediate POST certificate? If "Yes", please provide the following:

Certificate/ID Number
Issue Date
Issuing Agency

****PLEASE NOTE: A copy of the original certificate MUST be submitted at the time of application.****

3. Describe your full-time, paid work experience as a peace officer in a public law enforcement agency that included demonstrated experience in felony investigations. Please include the name of employer, dates of employment and a detailed description of the duties you performed, highlighting the felony investigations you conducted.
4. If you are using the substitution pattern for the required general law enforcement experience on a year-for-year basis to a maximum of two years, please include: the name of the college/university you attended, the total number of units completed and a list of the courses and units you have completed to meet this substitution requirement.