



EMPLOYMENT OPPORTUNITY

SENIOR DISTRICT ATTORNEY INVESTIGATOR

SALARY AND BENEFITS

\$25.38 - \$30.58 per hour, plus benefits package (plus 4.5% for Intermediate Certificate and 7% (total) for Advanced Certificate)

FILING DEADLINE

~~5:00 p.m. December 2, 2016~~ *Open until filled*

DUTIES AND RESPONSIBILITIES

The Senior District Attorney Investigator's conducts investigations in criminal, civil, and administrative matters as determined by the Lassen County District Attorney. The major duties of the job include:

- Conducts criminal, civil, and administrative investigations which includes interviewing complainants, suspects and witnesses, analyzing and evaluating their statements; conducting surveillance; and using surveillance devices, photographic equipment and recording equipment; following up on potential leads, collecting and processing evidence and preparing various court documents.
- Receives general request for investigation from the District Attorney and other law enforcement agencies.
- Prepares and serves subpoenas, arrest and search warrants when necessary.
- Testifies in court as a case or expert witness; appears at grand jury proceedings.
- Prepares comprehensive investigative and/or other reports.
- Conducts background investigations for County employees.
- Conducts computer and other file searches to locate transient clients and witnesses.
- Manages witnesses by arranging for transportation or transports, lodging, meals and protection if necessary.
- Maintains custody of evidence.
- Maintains and upgrades professional knowledge, skills and developments.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Associates degree or equivalent from a two-year college in Criminal Justice or a related field from an accredited college or university, AND Two years of full-time professional experience as an investigator in a D.A.'s office OR four years professional investigative experience in a police or sheriff's office.

License: Possession of a valid California Driver's License at time of appointment.
Possession of POST Basic Certificate and certification of PC 832.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited sit for a written examination, oral interview and administrative interview. Successful candidates will be subject to a background investigation including a personal history interview. Upon meeting the standards set forth by POST and this agency, the applicant(s) will be given a Conditional Offer of Employment, at which time the applicant will be invited to participate in a medical and psychological examination, as required by POST for peace officers. Upon successful completion of these requirements, a non-conditional job offer will be extended to the applicant.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Applications are available at our web site at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application and resume and cover letter to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened October 19, 2016

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.