



## EMPLOYMENT OPPORTUNITY

# DISTRICT ATTORNEY INVESTIGATOR

There is **ONE** vacant position available in the District Attorney's Office at either the Investigator level or Senior Investigator level depending upon qualifications.

### SALARY AND BENEFITS

\$22.82 - \$30.17 (plus 4.5% for Intermediate Certificate and 7% (total) for Advanced Certificate) per hour, plus benefits package

### FILING DEADLINE

Open until filled.

### DUTIES AND RESPONSIBILITIES

*The District Attorney Investigator's conducts criminal, civil and child support investigations related to District Attorney's cases. The District Attorney Investigator receives direct supervision from the Senior District Attorney and the District Attorney. The major duties of the job include:*

- Conducts criminal and civil investigations, which includes interviewing witnesses, conducting surveillance, following up on potential leads, collecting and processing evidence and preparing various court documents.
- Receives general request for investigation from child support officers, locates absent parents, verifies income of absent parents and conducts voice-stress analysis tests where appropriate.
- 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:*** Associates degree or 60 units of college credit in Criminal Justice or a related field and one to two years of progressively responsible related experience or four years as a sworn Peace Officer with the primary function of enforcing laws, investigating crimes,

interviewing victims/witness(es) suspect(s) involved in crimes. Peace Officer Status must be valid upon application pursuant to 830.1 PC.

**License:** Possession of a valid California Driver's License at time of appointment. Possession of Certificate of Completion of Basis POST Academy (pursuant to 830.1 PC). Possession of a POST Basic Certificate.

**Note:** Must be free of any felony convictions, or convictions of crimes that would prohibit a person from possessing or owning a firearm.



## 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. Qualified applicants are invited to submit an official Lassen County application (Application available at our web site at: [www.co.lassen.ca.us](http://www.co.lassen.ca.us)) and resume and cover letter to:

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

 (530) 251 -8315 

Opened February 15, 2019

## 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.

Lassen County requires pre-employment drug screening.

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.