



## EMPLOYMENT OPPORTUNITY

# DISTRICT ATTORNEY INVESTIGATOR

### **SALARY AND BENEFITS**

\$27.65 - \$36.55 per hour, plus benefits package.

### **FILING DEADLINE**

Open until filled.

### **DUTIES AND RESPONSIBILITIES**

*Under the direction and supervision of the Chief District Attorney Investigator and the District Attorney, plans, directs, coordinates and conducts criminal, civil and child abduction investigations; gathers, assembles, preserves and reports facts and evidence; interviews complainants, suspects and witnesses; conduct complex and/or sensitive investigations either independently or as a member of a team; prepares final investigative reports, presenting significant data in summary form; prepares and executes warrants and related affidavits for search or arrest; uses and maintains photographic and recording equipment; assists other law enforcement agencies including Federal, State, and local agencies on a request-to-assist basis; consult with District Attorney and other attorneys concerning evidentiary matters and evaluation of witness testimony; make recommendation on cases; provides trial attorneys with assistance in evidence review and evaluation; review and evaluate case files and investigation reports for trial readiness; investigates consumer fraud and official misconduct; may conduct administrative investigations of other staff. The major duties of the job include:*

(The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.)

- Investigate known and suspected violations of the law, including conducting follow up on cases submitted by other agencies.
- Locate and interview witnesses and suspected persons and analyze and evaluate their testimony.
- Review and evaluate a variety of records to secure information concerning suspected crimes.
- Prepare detailed and comprehensive reports on all phases of investigations.
- Establish and maintain effective working relationships with other law enforcement and governmental agencies; assist other law enforcement agencies with investigations upon request.
- Assist attorneys in preparation of cases by interviewing witnesses, complainants and suspects, and obtaining necessary evidence.
- Testify in court.
- Serve subpoenas.
- Prepare and/or execute warrants.
- Prepare appropriate post-judgement actions.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience**

Equivalent to graduation from high school, supplemented by college-level coursework in police science, law enforcement, criminal justice, or a related field; AND

One year of criminal investigative experience with a law agency; OR

Three years of law enforcement experience in a City, County, State or Federal law enforcement agency.

Applicants must meet all requirements for peace officer status that are mandated by the California Government Code and Peace Officer Standards and Training (POST) Regulations for the class of Investigator.

### **Licenses and Certifications**

Possession of a State of California Regular Basic POST certificate. The Regular Basic POST certificate must be valid and current at the time of application. The Regular Basic POST certificate requires graduation from a POST certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any POST participatory law enforcement agency. The minimum POST basic academy is 664 hours.

An applicant may substitute completion of the POST Specialized Basic Investigators Course or equivalent as provided in POST Commission Regulation §1005. The SBIC is 591 hours.

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

### **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.lassencounty.org](http://www.lassencounty.org)) and resume and cover letter to:

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

☎ (530) 251 -8320 ☎

**Opened: November 30, 2023**

### **👉 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 for safety sensitive positions.

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.