



Trinity County Employment Opportunity

DEPARTMENT OF THE DISTRICT ATTORNEY

DISTRICT ATTORNEY INVESTIGATOR I

\$4,444.39-\$5,402.18 / Monthly

Or

DISTRICT ATTORNEY INVESTIGATOR II

\$4,909.37-\$5,967.37 / Monthly

This is a full time, benefitted position

Applications will be accepted until the position is filled

DISTRICT ATTORNEY INVESTIGATOR I

Definition:

Under general direction, to plan, organize, conduct, and coordinate investigations referred to the District Attorney's Office; and to do related work as required.

Qualifications:

Knowledge of:

Investigative techniques and procedures. Criminal and civil law, rules of evidence, and court procedures. Interviewing techniques. Basic accounting procedures and their application to law enforcement and family support investigations. Use and care of firearms. Principles of work direction.

Ability to:

Gather and analyze investigative data. Provide a variety of support for legal staff and other law enforcement agencies. Prepare clear, concise, and comprehensive investigative reports. Analyze financial and statistical data. Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence. Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds. Exercise good judgment in handling potential hostile individual/situations. Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies. Establish and maintain cooperative working relationships.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of experience as a peace officer in a law enforcement agency or two years of experience as a law enforcement officer at a level equivalent to the County's class of Deputy Sheriff II.

Special Requirements:

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

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

Completion of Range Weapons Training.

Typical Physical Requirements:

Sit for extended periods. Frequently run, stand and walk. Sufficient manual dexterity and eye-hand coordination to operate special investigative equipment. Ability to climb, stoop, crouch and kneel. Lift and move objects weighing up to 50 lbs. without assistance. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

DISTRICT ATTORNEY INVESTIGATOR II

Definition:

Under general direction, to plan, organize, conduct, and coordinate investigations referred to the District Attorney's Office; and to do related work as required.

Qualifications:

Knowledge of:

Investigative techniques and procedures. Criminal and civil law, rules of evidence, and court procedures. Interviewing techniques. Basic accounting procedures and their application to law enforcement and family support investigations. Use and care of firearms. Principles of work direction.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

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Ability to:

Gather and analyze investigative data. Provide a variety of support for legal staff and other law enforcement agencies. Prepare clear, concise, and comprehensive investigative reports. Analyze financial and statistical data. Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence. Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds. Exercise good judgment in handling potential hostile individual/situations. Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies. Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of law enforcement investigative experience at a level equivalent to the County's class of District Attorney Investigator I.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

Special Requirements:

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a valid Intermediate P.O.S.T certificate.

Completion of Range Weapons Training.

Typical Physical Requirements:

Sit for extended periods. Frequently run, stand and walk. Sufficient manual dexterity and eye-hand coordination to operate special investigative equipment. Ability to climb, stoop, crouch and kneel. Lift and move objects weighing up to 50 lbs. without assistance. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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