



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**DISTRICT ATTORNEY CRIMINAL INVESTIGATOR I OR II**

**Application Deadline: March 15, 2021**

**DEPARTMENT:** District Attorney

**SALARY:** **Level I – Range 71** \$5349 \$5618 \$5889 \$6197 \$6505\*

\*Additional Compensation (up to 15 percent) available based on education and/or POST certifications

**Level II-** \$5871 \$6165 \$6466 \$6802 \$7143 \$7500\*

\*Additional compensation (up to 15 percent) available based on education and/or POST certifications

(The above salary is paid over 26 pay periods annually)

**\*\*BENEFITS:** CalPERS Retirement - **Classic Employees** (existing CalPERS member) 3% at 50 – Inyo County pays the employee contribution toward retirement; **PEPRA Employees** (new CalPERS members hired after January 1, 2013) - 2.7% at 57. Employees will be required to pay 12% of base salary toward retirement. Vacation - 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after 10 years to a maximum of 25 days per year. Holidays – Inyo County will pay 8.5% of base salary, paid on each paycheck for a total of 26 pay periods. Sick leave – 15 days per year. Inyo County pays a portion of monthly premium for employee and dependents on CalPERS medical plans; 100% of monthly premium paid for employee and dependents for dental and vision plans. County contributes \$30/month to 401(a) Plan. \$1000 annual uniform allowance, paid quarterly.

**ESSENTIAL JOB DUTIES:** Performs a broad range of peace officer duties in carrying out major criminal investigations under the direction of the Chief Investigator, the District Attorney and his or her Assistant District Attorney and Deputy District Attorneys. Travel in and out of state may be required for work and training. Duties will include field work, writing of reports, the making of arrests, preparation and execution of search warrants, preparation of cases for trial, testifying in court, location and transportation of victims and witnesses to court, and all related activities. It is anticipated that this employee will prepare his or her own reports on a word processor and become competent in the use of the District Attorney's case management system and other law enforcement computer and software systems. District Attorney Criminal Investigators will be expected to initiate, pursue, and conclude major criminal investigations, including homicides, peace officer involved shootings, adult and child sexual assaults, and financial crimes as well as any other investigative and support duties arising out of the work of the District Attorney's Office.

District Attorney Criminal Investigators are expected to develop special expertise in the investigation and reporting of public assistance fraud cases and parental child abduction cases, and to keep such records as are required by the State of California regarding public assistance investigation activities and statistical reporting.

District Attorney Criminal Investigators must possess exemplary teamwork skills, as they are called upon to regularly work with partner law enforcement agencies (State, Federal, and County) as well as other County agencies and with local nonprofit organizations providing services to victims of crime.

District Attorney Criminal Investigators may, at the discretion of the District Attorney and the Chief Investigator be assigned to work with the Inyo County Major Investigations and Narcotics Team, an interagency cooperative law enforcement team.

## **EMPLOYMENT STANDARDS**

### **Experience/Training/Education:**

**Level I:** Must possess a minimum of three years experience with a California law enforcement agency and a Basic P.O.S.T. certificate; must have no felony convictions.

**Level II:** Must possess a minimum of five years experience with a California law enforcement agency, including two years experience as a Criminal Investigator I working the Sexual Assault/Public Assistance Unit with the Inyo County District Attorney's Office; must possess an Intermediate P.O.S.T. certificate.

**Knowledge of:** Criminal law (substantive and procedural); the law of evidence; investigative techniques; elements of effective testimony.

**Abilities:** Must possess strong writing skills; strong verbal communication and interview skills; strong analytical skills in the context of identifying the factual and legal requirements of a given charging section; and word processing skills.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand and walk, climb and descend stairs; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Special Requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles. Position entails significant driving within Inyo County and frequently requires travel outside Inyo County. Must successfully complete a pre-employment background investigation, psychological examination, and physical examination, including drug screen. May be required to complete a physical agility examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral interview.

**APPLICATION:** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **March 15, 2021** (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet deadline—original application with original signature must also be received.

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All Inyo County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.