COUNTY OF DEL NORTE
Invites Applications for the Position of:

DISTRICT ATTORNEY INVESTIGATOR I/II/III

**SALARY:** Beginning annual salary:

- DA Investigator I- $44,094
- DA Investigator II- $46,298
- DA Investigator III- $48,614

**JOB OPPORTUNITY AND APPLICATION:** There is currently one (1) vacancy for DA Investigator for the County of Del Norte. This recruitment will establish a list of candidates to be used in filling this vacancy as well as an eligibility list that may be used for future vacancies or temporary help for up to one year. Applications are available at the Del Norte County Human Resources Office, 981 H Street, Suite 250, Crescent City, CA 95531, (707) 464-7213, or www.co.del-norte.ca.us. A standard application is required. Resumes are encouraged, but will not be accepted in lieu of required application materials. Applications that are incomplete as of the final date to apply will be eliminated from consideration. **This recruitment will remain open until filled. Applicant screening will take place on a regular basis. First screening will take place on Tuesday, September 25, 2018.**

**ESSENTIAL DUTIES:** The ideal candidate must be able to perform criminal and civil investigations conducted by the District Attorney’s Office; interview suspects, witnesses and other relevant parties to obtain information required for prosecutions; compile and analyze evidence and information to obtain an accurate account of the events, participants, and properties involved in an assigned case; photograph crime scenes and evidence related to criminal cases; confer with law enforcement agencies in investigation and networking activities; perform various support functions related to departmental operations and activities; reviews files to check for prior felony arrests or convictions, compiles various statistics for departmental and interagency use; prepares prosecution’s evidence for presentation in the courtroom; assists in scheduling prosecution witnesses; writes various reports related to assigned cases; testifies in court in connection with criminal prosecutions and civil matters; reviews a variety of journals and government publications to keep abreast of new and/or changing laws, techniques and regulations related to criminal investigations; and perform related duties as required.

**JOB REQUIREMENTS:** Knowledge of the principles and techniques of proper criminal and/or civil investigations, practices and methods of proper criminal and/or civil investigations. Ability to establish and maintain effective working relationships with others; ability to communicate effectively in oral and written form; ability to deal effectively with private and public agencies to obtain needed information; ability to draw accurate and interpretable diagrams; ability to operate photographic equipment used in crime scene photography, ability to meet state standards for peace officer status.

**MINIMUM QUALIFICATIONS:** Possession of a valid California Driver’s License and:

- DA Investigator I- Graduation from high school or possession of GED certificate, supplemented with course work in Police Science or closely related field; and possession of POST Basic Certificate.

- DA Investigator II- Possession of POST Intermediate Certification; and three years responsible experience in law enforcement including one year experience in criminal investigations as a DA Investigator I or equivalent position.

- DA Investigator III- Requires POST Advanced Certification.

**BENEFITS:** A generous package of benefits is provided, including: health and dental care benefits, life insurance, and a retirement plan.

- **Paid annual leave:** Vacation- 5 working days the first year; after one year of continuous service 10 working days per year; after 5 years of continuous service - 15 working days per year; after 10 years - 20 working days per year; after 15 years - 25 working days per year. Floating Holidays- 3 working days each fiscal year. Sick Leave- 12 working days each year with unrestricted accumulation. Holidays - 13 each year.

- **Retirement:** The County is a member of the Public Employees’ Retirement System (PERS) integrated with Social Security.

- **Group Insurance:** County pays a portion of the employee's group health, dental, and life insurance premiums with dependent health and dental care benefits available at group rates.

- **Voluntary Deferred Compensation Plan:** Employees may elect to have a percentage of their salary deferred for pre-tax investment.

An Equal Opportunity Employer

September 2018
NOTE: The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

COMPENSATION: Appointment will be made at the minimum salary set forth in the salary range below. Appointment at the "II" or "III" level will be made if the applicant exhibits abilities and credentials that surpass those listed as requirements and upon recommendation by the appointing authority and approval by the Human Resources Manager. Appointee shall serve a 12-month probationary period before being classified as permanent.

<table>
<thead>
<tr>
<th>Position</th>
<th>Biweekly Salary Range</th>
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<tbody>
<tr>
<td>DA Investigator I</td>
<td>$1,695.93</td>
</tr>
<tr>
<td>DA Investigator II</td>
<td>$1,780.73</td>
</tr>
<tr>
<td>DA Investigator III</td>
<td>$1,869.76</td>
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SELECTION PROCESS: The County of Del Norte does not discriminate on the basis of race, national origin, religion, gender, age, sexual preference, or disability in any of its programs, activities, or hiring practices. All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the county will be selected for further review. In the event of a large number of qualifying applicants, a written examination may be given to determine which applicants will be invited to attend an oral interview. An eligibility list will be established upon completion of the oral interviews. Expenses (i.e. travel, food, lodging) incurred in connection with the interview shall be the burden of the applicant. In compliance with the Americans with Disabilities Act, if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office prior to the interview/examination so that appropriate arrangements can be made.

CONDITION OF EMPLOYMENT: In compliance with the Immigration Reform and Control Act, the County of Del Norte is required to verify, within three days of employment of any person, that he/she is: 1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.

EQUAL OPPORTUNITY STATEMENT: Del Norte County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Human Resources 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. 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.

DEL NORTE COUNTY: Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's North Coast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the county's boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.

Applications may be obtained from and submitted to:

DEL NORTE COUNTY HUMAN RESOURCES OFFICE
981 H Street, Suite 250
Crescent City CA 95531
(707) 464-7213
www.co.del-norte.ca.us