Trinity County
Employment Opportunity

DEPARTMENT OF THE DISTRICT ATTORNEY

DISTRICT ATTORNEY INVESTIGATOR I
$4,271.82 / Monthly
Or
DISTRICT ATTORNEY INVESTIGATOR II
$4,718.76 / 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:

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:

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.
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

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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:

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 Count’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.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.
CONDITIONS OF EMPLOYMENT:
Candidates who are offered a position with the County will be required to be fingerprinted at the time of hire. A background investigation and psychological exam may be performed. Positions that are considered safety sensitive will be required to pass a pre-employment physical at the County’s expense prior to appointment. Verification of false statements or omissions on the application form may be cause for termination of employment. Selected applicants will be required to submit documents verifying the applicant’s identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need. For more information, please visit the following websites:
California Emergency Services Act
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551
California Government Code 3100-3109
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109
The California Constitution Oath or Affirmation
http://www.leginfo.ca.gov/.const/.article_20
Governors Office of Emergency Services
http://www.oes.ca.gov/Operational/OESHome.nsf/PDFLaws&RegsCalCodePDFs/$file/Ch2.3_%2DSW.pdf

VETERANS’ PREFERENCE CREDITS: Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5 points for non-disabled veterans and 10 points for disabled veterans to their earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must complete and submit the Veterans’ Application Supplement and provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

AGENCY SHOP: All new employees in the General Unit and Skilled Trades Unit shall be required to join the employee association as a condition of employment.

TRAVEL EXPENSES: A successful applicant who is selected for an oral interview must provide his/her own transportation and expenses to the interview.

EMPLOYEE BENEFITS:
Vacation:
0 – 5 years of service = 10 days vacation
6 – 9 years of service = 15 days vacation
10 – 14 years of service = 17 days vacation
15+ years of service = 20 days vacation
Sick Leave: 12 days per year
Holidays: 12 days per year, plus personal holiday
Professional Leave: 6 days per year (Management employees only)
Health Insurance: Medical, dental, vision and life insurance coverages available to employee and dependents or cash in lieu of these benefits
Deferred Compensation Plan: Opportunity is provided to contribute to a deferred compensation plan. The County offers four plans to choose from.
Aflac: Various insurance plans are offered, plus the opportunity to contribute to a Flexible Spending Account
Retirement: California Public Employees’ Retirement System (CalPERS). Employees pay the full PERS employee contribution.
All Benefits are subject to the Memorandum of Understanding currently in effect.

TRINITY COUNTY:
Trinity County, located in northern California, is a land of mountains, forests, streams and small valleys with a population of approximately 13,786. The County seat is Weaverville, 45 miles west of Redding on Highway 299.

This is a historic area, dating from the travels of Jedediah Smith. The County was once a major gold mining area. Now the basic economy centers on lumbering, recreation, small businesses and governmental services.

The people here are hard-working and friendly. We are surrounded by the beauty of our mountains, which offer excellent recreational opportunities for fishing, hunting, hiking, camping, riding, boating and water sports. The County is blessed with clean air, clean water, no parking meters, traffic signals, incorporated cities or traffic jams. Although life here for the local people is easy going and unhurried, we in County government are faced with the same responsibilities and challenges found in all rural counties throughout the State.

APPLICATIONS: Blank application forms may be obtained by contacting Trinity County Human Resources at (530) 623-1325 or by downloading one from the County’s website at www.trinitycounty.org. Completed applications must be submitted to Trinity County Human Resources in one of the following ways:

- Mail the application form to Trinity County Human Resources, P. O. Box 1347, Weaverville, CA 96093
- Fax the application to (530) 623-4222
- Submit the application in person to the Human Resources office located in the Trinity County Court House, 11 Court Street, Room 225, in Weaverville
- Email the application to our office at personnel@trinitycounty.org.

ALL APPLICATIONS MUST BE RECEIVED BY THE FINAL FILING DATE ESTABLISHED FOR THE POSITION. RESUMES MAY ACCOMPANY A COMPLETED COUNTY APPLICATION FORM. HOWEVER A RESUME MAY NOT BE SUBMITTED IN LIEU OF THE REQUIRED FORM.

The above information is general in nature and does not constitute an expressed or implied contract. Current copies of the Memoranda of Understanding for the various bargaining units are available on the Human Resources page at www.trinitycounty.org.