



**COUNTY OF SHASTA  
INVITES APPLICATIONS FOR THE POSITION OF**

# **DISTRICT ATTORNEY'S INVESTIGATOR I/II**



**THE CURRENT VACANCY IS IN THE DISTRICT ATTORNEY'S OFFICE**

**WRITTEN/ORAL EXAM IS TENTATIVELY SCHEDULED FOR APRIL 2024**

**SEE "SPECIAL REQUIREMENT" SECTION REGARDING  
POSSESSION OF A VALID DRIVER'S LICENSE AND BASIC POST CERTIFICATE**

**IF A CURRENT BASIC POST CERTIFICATE IS NOT  
SUBMITTED BY THE DEADLINE YOU WILL  
NOT BE CONSIDERED FOR THIS POSITION**

**RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED**

**FINAL FILING DATE: MARCH 28, 2024 AT 5:00 PM**

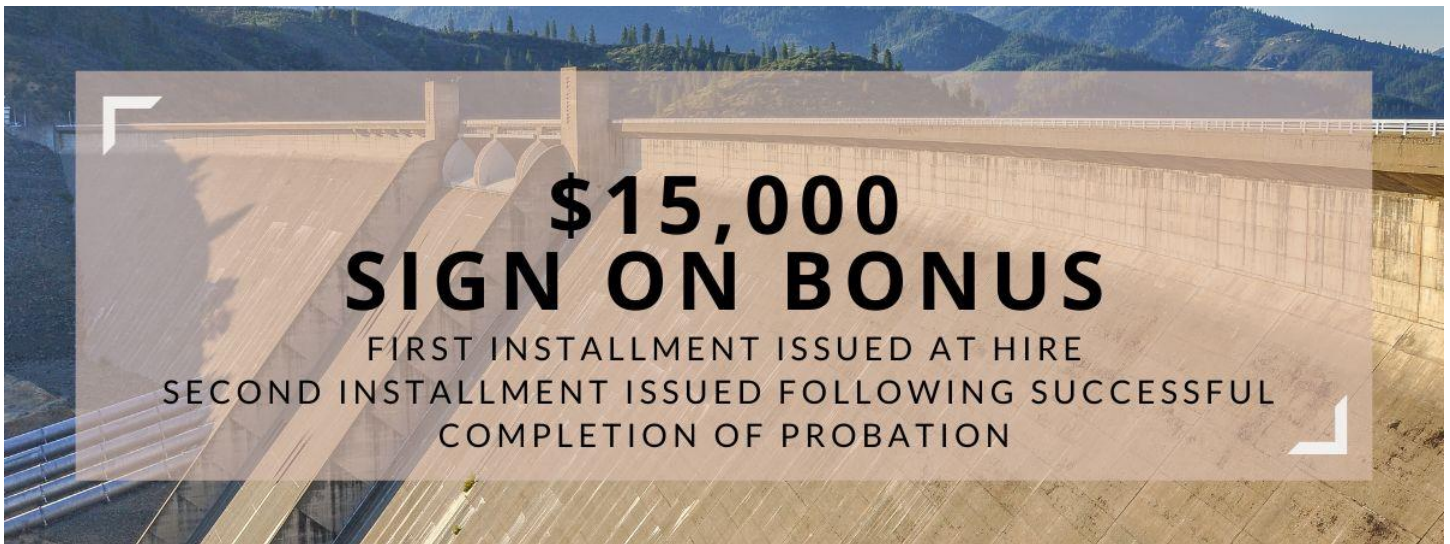
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## SALARY INFORMATION

**District Attorney's Investigator I:** \$5,775 - \$8,476 APPROXIMATE MONTHLY\* / \$33.32 - \$48.90 APPROXIMATE HOURLY\*

**District Attorney's Investigator II:** \$6,366 - \$9,344 APPROXIMATE MONTHLY\* / \$36.73 - \$53.91 APPROXIMATE HOURLY\*

**\*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases\*** Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>.



- **Sign on Bonus:** \$15,000. Bonuses are paid in two installments – half at initial hiring, and half upon successful completion of probation.
- **POST Certificate Incentives:** Investigators are granted up to an 8% incentive for possession of POST Intermediate and Advanced Certificates.
- **Holidays:** 12 days per year.
- **Paid on duty workout hours:** Once training is complete, Investigators are allowed two hours of on duty workout time per week.
- **Flexible Schedules:** work 4/10 or 5/8 schedules. On-call pay and over-time opportunities also available.
- **Take Home Vehicle**
- **Your own office**
- **Standby Time:** Investigators receive \$3.00 an hour for being on call during off hours.
- **Specialty Pay:** Investigators who are POST instructors, Training Officers, and Officers in Charge are paid an additional 5% while serving in those capacities.
- **Vacation:** 10 days/year first 3 years; 15 days/year 4-9 years; 17 days/year 10-15 years; 20 days/year 16 years and thereafter.
- **Sick Leave:** 12 days per year with a generous pro rata payoff at termination after at least 5 years
- **Retirement:** CalPERS, coordinated with Social Security. Formulas include 3% at 50, 3% at 55, and 2.7% at 57.

- **Insurance:** Medical and dental plan, with the County paying for most of the employee and a portion of the dependent cost; a vision plan, a fully-paid life insurance policy and long-term disability plan
- **Other:** Deferred Compensation plan, IRC Section 125 plan, and credit union membership available.

## ABOUT SHASTA COUNTY

Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.



## ABOUT THE DEPARTMENT

The District Attorney evaluates all reported crimes to determine if sufficient evidence exists to prosecute individuals for felony and misdemeanor offenses. In those cases where the District Attorney finds sufficient evidence, a criminal prosecution is undertaken. The Department also supervises the Victim/Witness Program.

## ABOUT THE POSITION

Under direction, personally participate in the detection and investigation of all criminal matters submitted to the District Attorney's Office; assist in Grand Jury investigations; and to perform related work as required. This position is a sworn peace officer under P.C. 830.1(a).

**Special Note: An individual will be required to pass a background investigation relevant to working in a law enforcement office or facility, prior to be hired.**



## **DISTINGUISHING CHARACTERISTICS**

This class is assigned the responsibility of performing all investigative activities relating to criminal prosecution and all incidences referred to the District Attorney for investigation.

**District Attorney's Investigator I:** This is the entry and trainee level in the alternately staffed District Attorney Investigator class series. District Attorney's Investigators I differ with District Attorney's Investigators II as to experience level within the field of law enforcement investigations. Although duties may be common to the next higher class of District Attorney's Investigator II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines.

**District Attorney's Investigator II:** District Attorney's Investigators II differs with District Attorney's Investigators I as to experience level within the field of law enforcement investigations. This class is distinguished from the District Attorney's Investigator I class by the demonstrated ability of an incumbent to perform difficult assignments that require considerable skill, professional judgment, and thorough knowledge of the criminal justice system.

## **EXAMPLES OF DUTIES**

**District Attorney's Investigator I/II:** Investigates suspected welfare fraud, child abduction, officer involved shootings, internal matters, other fraud and criminal cases; interviews suspects, witnesses, and victims; obtains statements, documents, and related factual material; obtains and preserves evidence; request complaints, arrest warrants, search warrants, and executes search warrants and serves warrants of arrest; prepares detailed reports of investigations; testifies in court concerning the investigations; testifies at Grand Jury sessions and inquests; serves subpoenas.

## **QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

**Knowledge of:** Methods and techniques of crime detection and criminal investigation; Federal and State claiming regulations and procedures; principles of identification, preservation, and presentation of evidence; laws pertaining to search and seizure and arrest; rules of evidence and court procedures; techniques of interviewing and interrogation of witnesses.

**Ability to:** Interpret and apply pertinent penal provisions of the California Welfare and Institutions Code, Health and Safety Code, Business and Professional Code, Civil Code, Evidence Code, Vehicle Code, Government Code, and Penal Code; gather, assemble, analyze and present facts and evidence and draw logical conclusions; analyze and evaluate statements of witnesses or suspected violators; conduct interviews and investigations effectively and be able to properly evaluate a case; prepare comprehensive correspondence and reports; conduct criminal investigations of less complex nature; use firearms proficiently; operate a motor vehicle lawfully and safely; establish and maintain cooperative working relationships with those contacted in the course of work.

**District Attorney's Investigator I:**

**The above employment standards are typically attained** with five years of police experience. Corrections

assignments would not meet this minimal requirement unless the assignment included investigative duties within a corrections Division.

### **District Attorney's Investigator II:**

**Minimal standards for this position require** five years of police experience with at least one year within an investigative assignment. Corrections assignments would not meet this minimal requirement unless the assignment included investigative duties within a corrections Division. Minimal standards can also be achieved with the successful completion of one year as a District Attorney's Investigator I.

### **SPECIAL REQUIREMENT**

- Possession of an appropriate California driver license
- Possession of a current basic certificate issued by the Commission on Peace Officer Standards and Training (POST)

### **ADVANCEMENT**

Upon successful completion of twelve months' probation and with the completion of the following schools:

- District Attorney Investigation School
- Homicide School
- Officer Involved Shooting School

...a District Attorney's Investigator I will be eligible to advance to District Attorney's Investigator II. Advancement will be contingent on a Meets Standards or Above Performance Evaluation within all performance factors.

Note: Prior completion of the aforementioned schools with another California law enforcement agency will satisfy the requirement for attendance to these specific schools.

### **SUPPLEMENTAL QUESTIONS**

Responses to the following must be submitted with a completed application.

1. Do you possess a **CURRENT** basic certificate issued by the California Commission on Peace Officer Standards and Training (POST)? If yes, per the Special Requirements section, you **must attach** this certificate to your application to be considered for this position. Yes \_\_\_\_ No \_\_\_\_
2. Do you have five or more years of California law enforcement experience including patrol and or investigations (detective experience)? Yes \_\_\_\_ No \_\_\_\_
3. Identify and describe the (3) three most significant criminal cases you investigated. Please respond to this question in narrative format. If you have not handled criminal cases as an investigator, please type "n/a".

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

## OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information visit [https://www.e-verify.gov/sites/default/files/everify/posters/IER\\_RighttoWorkPoster.pdf](https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the Shasta County Deputy Sheriff's Association (DSA-DSS/DAI).
- Employees in this classification are covered under the CalPERS retirement program. Please visit our employees benefit page at <https://www.shastacounty.gov/personnel/page/employee-benefits> for

additional information regarding benefits and CalPERS coverage information.

## APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on March 28<sup>th</sup>, 2024. A Resume and/or Cover Letter 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 such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

**Veterans' Credit:** Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to apply on-line at [www.ShastaCountyCareers.com](http://www.ShastaCountyCareers.com) or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515