



COUNTY OF SAN DIEGO
JOB ANNOUNCEMENT
DISTRICT ATTORNEY INVESTIGATOR I
RECRUITMENT NO. 07575605

SALARY: \$2,203.20 - \$2,678.40 bi-weekly; \$57,283 - \$69,638 annually plus an excellent benefits package including 3% at 50 safety retirement. This is a non-exempt position eligible for overtime. In addition, premiums may be offered to candidates who possess advanced P.O.S.T. certificates and/or bilingual skills.

FILING DEADLINE: 5:30 p.m., MONDAY, JUNE 18, 2007 @ 1600 Pacific Highway, Rm. 207 – San Diego

JOB SUMMARY: District Attorney Investigator I is the entry-level class of the five-level District Attorney Investigator class series. Incumbents are sworn peace officers with law enforcement duties and perform a wide variety of investigations of alleged or suspected violations of criminal and civil laws.

REQUIREMENTS: Qualified applicants must possess: Two years of recent experience as a peace officer working for a Federal, State, or local law enforcement agency, one year of which must have been conducting full-time, comprehensive and complex criminal investigations or the equivalent; **AND**,

- (1) Completion of a California P.O.S.T. accredited law enforcement academy and possession of a valid basic P.O.S.T. certificate; **OR**,
(2) Completion of a Federal law enforcement academy of ten weeks or longer (FBI, CIA, DEA, IRS, etc.)

Subsequent to employment, anyone hired under section (2) **will be required** to meet the P.O.S.T. provisions through equivalency testing and/or completing any P.O.S.T training necessary (see California Penal Code Sections 830 and 13511).

Please note: You must attach a copy of your P.O.S.T certificate or your certificate of completion from a Federal law enforcement academy.

ALSO REQUIRED: (1) Positions in these classes require a valid California class C driver's license at the time of appointment, or the ability to arrange transportation for field travel. (2) Successful completion of a thorough background investigation. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. (3) Appointees may be required to perform investigative duties and assignments during irregular work hours. (4) Successful completion of 12 month probationary period.

EVALUATION: A **WRITTEN MULTIPLE-CHOICE TEST** to be held on **Saturday, July 21, 2007** to include questions on evidence, interviewing, criminal investigations, reading comprehension, computer skills, and analytical reasoning. Qualified applicants will be notified by mail of the time and location. Successful applicants will be placed on a nine (9) month employment list based on the scores received on the written test.

HOW TO APPLY: Employment applications can be accessed on-line from the Job/Current Recruitments section of the County of San Diego website at <http://www.sdcounty.ca.gov>. **All required documentation must be submitted immediately with your application in order to determine your eligibility to compete.** Coversheets with additional required documents may be faxed to the Department of Human Resources at (619) 685-2458. You may also pick up and submit your application, along with your attachments, to the Department of Human Resources at the address listed below. For additional information or accommodations, contact Christina Rosenmeier at 619-531-5123 or Christina.Rosenmeier@sdcounty.ca.gov.

CLASS NO. 5756 / DHR1 & SAF

(06-01-07)

Department of Human Resources
1600 Pacific Highway, Rm. 207, San Diego, CA 92101; Information: (619) 236-2191; FAX: (619) 685-2458; (MS: A-8)
An Equal Opportunity Employer
SD SHRM 2005 Workplace Excellence Award Winner

<http://www.sdcounty.ca.gov>

24-Hr. Recorded Job Line: (619) 531-5764; Toll Free Job Line: (866) 880-9374

DHR Telecommunications Device for the Deaf: (619) 531-5362
Hearing Impaired, California Relay Service: 800-735-2929

GENERAL EMPLOYMENT INFORMATION

Applications for Employment.

Applications must be legible and complete (including licenses, certificates, transcripts, and the Supplemental Application Form, if required). All information is subject to investigation and verification.

Application Filing Deadline. Applications must be *received* in the Department of Human Resources *by 5:30 p.m. on the filing deadline* shown on the Job Announcement. Postmarks are not accepted. If no filing deadline is shown, applications will be accepted on a continuous basis and subject to closure without advance notice. Applications should be filed promptly.

Accommodations. Persons with disabilities can make arrangements for accommodations during the evaluation and selection process by contacting the Department of Human Resources. Applicants who cannot participate in tests administered on Saturdays, due to religious reasons, may submit a written request for alternative arrangements. The request must be signed by the applicant's religious leader and be received in the Department of Human Resources in advance of the scheduled Saturday test.

Age. The minimum age is 18 years old unless otherwise stated on the Job Announcement

Benefits. Vacation, sick leave and holidays; health, dental, vision and life insurance; retirement system integrated with Social Security; Suggestion Award Program; membership in the San Diego County Credit Union; in-service training and tuition reimbursement for pre-approved course work. All newly hired employees, unless represented by the DA, PD, and PM units, are required to utilize electronic direct deposit of their paychecks to the bank or financial institution of their choice.

Certification. As vacancies occur, positions in County departments are filled from the appropriate employment list. Top scoring candidates' names are forwarded to the hiring department for consideration and the candidates will receive certification notices. Those not selected for employment will remain on the employment list for future hiring considerations.

Change of Address. Candidates are responsible for submitting changes in addresses or phone numbers to the Department of Human Resources at (619) 236-2191.

Citizenship Requirements and

Immigration Status. Pursuant to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire will be required to complete an Employment Verification Certification (Form I-9). Individuals employed in executive-level positions or in positions subject to Peace Officer Standards and Training must be citizens or permanent residents of the U.S.

Convictions. Felony and misdemeanor convictions **MAY BE** disqualifying.

Drug and Alcohol Policy. The use of illicit drugs and alcohol is not permitted in the workplace. This County policy is vigorously enforced. Employees who violate this policy are subject to disciplinary procedures which include termination.

Educational Requirements. For U.S. college or university degrees to be considered, the institution or program must be accredited by an agency recognized by the U.S. Department of Education. For degrees received outside of the U.S. to be considered, applicants must submit an educational evaluation report from a member of the National Association of Credential Evaluation Services.

Equal Employment Opportunity Policy.

The County of San Diego is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

Pre-Employment Requirements.

Appointment to County service is contingent upon successful completion of pre-employment medical examinations which include drug and alcohol screening. Positions require a background investigation, which may include a polygraph examination and a psychological evaluation. All candidates must demonstrate the ability to perform the essential functions of the position.

Premiums. Some positions in specified classes pay additional premiums for certain requirements of the position (e.g., night shift, work location), or employee (e.g. bilingual skills, licenses).

Probationary Period. Individuals accepting permanent appointments must successfully serve a 6-month, 12-month, or 18-month probationary period, depending on job classifications.

Promotional Recruitment. Limited to employees in the County Service who received their appointment from an employment list, individuals on County reinstatement lists, employees on authorized leave of absence, or individuals on re-employment lists as a result of County lay-off. Applicants who terminate County employment will no longer be eligible pursuant to Civil Service rule 2.1.6(k).

Recruitment Appeals. Objections to the recruitment or its parts shall be petitioned in writing to the Director, Department of Human Resources and include specific facts to support the objection and a proposed remedy. The following time limits shall apply: a) Objections to the administration or a part of an examination shall be petitioned to the Director at the time of administration or no later than 5 work days of the occurrence of the examination part; b) Objections to the results of an examination shall be petitioned to the Director no later than 10 calendar days from the date results are postmarked.

Written multiple choice answer sheet scoring may be checked within 10 calendar days from the postmark on the test results notice.

Series Recruitment. Applications are accepted on an on-going basis, as employment needs require. Applicants cannot apply more than once under the same recruitment number.

Social Security Card. Must be presented at the time of employment.

Veterans Preference Points. Eligible individuals are those who: have *not* been employed since leaving the military, served within the last 8 years during a time of war or national emergency, and are not retired veterans. Eligible individuals also include: Veterans with a service-connected disability received during a war or campaign; spouses of war veterans who died or were totally disabled. Copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at the time of application.

EDUCATION/TRAINING: Include education/training that demonstrates your qualification(s) for which you are applying. Use the education code number, i.e.: 1, 2, 3 in completing other parts of the application. Verification may be for positions with specific education/training requirements.

CODE	DATES	NAME AND LOCATION	TYPE OF PROGRAM OR COURSE	DIPLOMA/DEGREE/CERTS/UNITS
1	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
2	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
3	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		

EXPERIENCE: Include all employment experience for the past ten years. Start with the most recent and work back. Experience may be paid or unpaid, full time or part time. Use the experience code letters, i.e.: A, B, C, D on the left in completing other parts of the application.

CODE	DATES	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
A	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
B	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
C	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
D	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	

SAMPLE

May we contact all of your employers listed? Yes No IF NO, please indicate highlighted code letter(s):

Other names for which you are known?

CONSENT TO RELEASE OF INFORMATION: I consent to the release of information for the use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to authorized employees of the County of San Diego. I hereby release you, your organization, current or previous employers, or others from liability or damage that may result from furnishing the requested information.

CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the County of San Diego.

Signature: _____

Date: / /

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CONFIDENTIAL

The following information is necessary for the County of San Diego to evaluate its hiring practices and to prepare reports for the State and Federal Government as required by law. The information contained will NOT be retained with your application and will NOT be used to make a decision about your employment.

ETHNIC GROUP: Please fill-in the bubble which best identifies you.

- BLACK** All persons having origins in any of the original Black racial groups of Africa.
- HISPANIC** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE** All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural affiliation or community recognition.
- WHITE (not of Hispanic Origin)** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GENDER:

- MALE**
- FEMALE**

DATE OF BIRTH:

		/			/				
Month			Day			Year			

SAMPLE





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ADDITIONAL INFORMATION

Please use the entry boxes below if there is additional information you wish to provide.

- Additional Education/Training items

Please number your responses accordingly, continued from the previous page (i.e.: 4, 5, 6...)

SAMPLE

- Additional Work History

Please alphabetize your responses accordingly, continued from the previous page (i.e.: E, F, G...)





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BACKGROUND INVESTIGATIONS

ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS:

As an applicant for employment or volunteer status, I am aware that the County of San Diego may obtain public records regarding me for employment or promotion purposes. I acknowledge that the term public record as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

* Fill-in ONE circle only:

- I hereby elect to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.
- I hereby elect not to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.

SAMPLE

RESIDENCE HISTORY:

In addition to your current address, please provide the City and State of your residence for the last seven years.

Dates:	City:	State:

RECRUITMENT SOURCES: How did you learn of this job? (Fill ONE bubble only)

- COUNTY EMPLOYEE
- SCHOOL PLACEMENT
- TELEPHONE JOB LINE
- COUNTY BULLETIN BOARD
- TELEVISION AD
- OTHER (please specify):
- COMMUNITY/PROFESSIONAL ORGANIZATION (please specify):
- JOB FAIR (please specify):
- NEWSPAPER (please specify):
- INTERNET
 - Sign-On San Diego
 - Other Internet Site (please specify):

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SUPPLEMENTAL APPLICATION FORM

DISTRICT ATTORNEY INVESTIGATOR I
Recruitment No. 07575605

Social Security Number

Before completing this application, read the job summary and requirements stated on the job announcement. If you do **not** meet these requirements, do not apply.

The information contained in the employment and supplemental application forms will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Complete these forms carefully, as **this is the only information that will be evaluated and scored in establishing the employment list.** Sections not applicable to your particular qualifications should be marked *N/A* to indicate that they have not been overlooked. **Do not answer any questions with refer to resume.** Please give clear, concise, complete, and legible information. Wherever *Code(s)* is indicated, refer to page 2 of the employment application and write the education/training number(s) or experience/employer letter(s) that correspond to and support your statements.

Section 1. MINIMUM QUALIFICATIONS: You must be able to answer **YES** to sections 1-A **AND** 1-B; **OR** 1-A **AND** 1-C **AND** 1-D. If you cannot, please do not apply, as your application will be rejected.

A. Do you possess at least two (2) years of recent experience as a peace officer working for a Federal, State, or local law enforcement agency, one (1) year of which has been conducting full-time, comprehensive and complex criminal investigations or the equivalent?

Code(s) _____

Education/Experience Code(s) from Page 2

B. Have you completed a California P.O.S.T. accredited law enforcement academy and possess a valid basic P.O.S.T. certificate? **If yes, you must attach a copy of your certificate of completion.**

Code(s) _____

Education/Experience Code(s) from Page 2

C. Have you completed a Federal law enforcement academy of ten (10) weeks or longer? **If yes, you must attach a copy of your certificate of completion and complete the information below.**

Code(s) _____

Education/Experience Code(s) from Page 2

D. If you do not currently have your Basic California POST certification, are you willing and able to acquire one subsequent to hire? (See California Penal Code Sections 830 and 13511)

Section 2. EDUCATION AND TRAINING.

A. Do you have an Associate's degree or higher in criminal justice, public administration or a closely related field?

For consideration, you must attach a copy of your diploma.

B. Do you have an Intermediate P.O.S.T, Advanced P.O.S.T or equivalent Federal certificate?

For consideration, you must attach a copy of your certificate(s).

SAMPLE

Section 3. CRIMINAL INVESTIGATIONS. Please indicate your experience performing criminal investigations for the following division by **(1)** providing the name of the agency, **(2)** length of assignment, **(3)** your role (check all that apply), and **(4)** the number of cases in each role.

<u>Division</u>	<u>Agency</u>	<u>Length</u>	<u>Role</u>	<u># of Cases</u>
Homicide and Death			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Economic Crimes			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Narcotics			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

.Section 4. Of those cases identified in Section 3, please provide the following information for no more than five cases in which you served as **case agent** or **lead investigator**.

<u>Agency</u>	<u>Responsibility</u> (check all that apply)	<u>Prosecutor Name/Title</u>	<u>Case #</u>
1.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
		S A M P L E	
2.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
3.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
4.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
5.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Section 5. CONTRIBUTION TO DEPARTMENT/COMMUNITY. Please list the classes and/or courses you have taught over the last five years for your department, academy, other law enforcement agency, college or the community.

Title of Course/Course	Audience	Number of Hours	Dates