



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Criminal Investigator I**

*An Equal Opportunity Employer*

**SALARY**

\$48.74 - \$59.25 Hourly    \$3,899.28 - \$4,740.24 Biweekly    \$8,448.44 - \$10,270.52 Monthly  
\$101,381.28 - \$123,246.24 Annually

**ISSUE DATE:** 07/16/19

**FINAL FILING DATE:** 07/16/19. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under supervision, conducts investigations in support of the District Attorney's Office, of alleged or suspected violations of criminal and civil laws.

**In order for your online application to be submitted and accepted, you must attach a copy of your Regular Basic (or higher) California Peace Officer Standards and Training (P.O.S.T.) certificate.**

**Please note: Candidates who meet the employment standards will be invited to participate in the oral examination tentatively scheduled for the week of October 14, 2019.**

**TYPICAL TASKS**

- Conducts investigations of suspected violations of laws, rules and regulations;
- Plans and conducts criminal investigations to support Deputy District Attorneys in the prosecution of a wide variety of complex fraud cases, crimes against persons and alleged public corruption;
- Investigates crime scenes and gathers intelligence information related to organized crime or gang activities;
- Serves legal documents such as subpoenas, warrants and summonses;
- Gathers pertinent information and evidence by interviewing complainants, witnesses, and suspects;
- Prepares reports, files and recommends issuance of complaints, and testifies as a witness in court or at administrative hearings;
- Conducts background investigations;

- Establishes and maintains working relationships with federal, state and local law enforcement agencies;
- Develops contacts so that information may be obtained concerning crimes;
- Prepares detailed reports of investigations, including synopsis of facts, dates, names, places, findings of arresting officers, statements of witnesses, victims and suspects, and listings of evidence;
- Makes arrests and custodial detainments;
- Assists Deputy District Attorneys in preparation of cases for prosecution;
- Returns prisoners extradited to the State of California;
- Assists in the tasks performed by Criminal Investigator II's;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

### **EMPLOYMENT STANDARDS**

Completion of sixty (60) semester units (90 quarter units) of college level course work,

AND

Three (3) years of patrol work as a peace officer.

### **Special Requirements**

- Possession of a current Regular Basic (or higher) California Peace Officer Standards and Training (P.O.S.T.) certificate.
- Must meet all current hiring standards of P.O.S.T., including passing a P.O.S.T. background investigation, psychological, and physical examination before appointment.
- Possession of a valid California Driver's License prior to appointment, and the ability to qualify for and maintain a County driver's authorization.
- Upon appointment, incumbents must continue to meet department training and qualification standards established by the California P.O.S.T., and department policy in the use of various firearms, arrest control techniques and perishable skills.

### **Knowledge of:**

- Practices and methods employed in crime detection and criminal investigation;
- Techniques of identifying, preserving and presenting evidence;
- Laws and ordinances effective in the County, State and Federal Governments relating to the area of enforcement, arrest and the rules of evidence, court procedures in criminal trials;
- Computer software programs commonly used in the District Attorney's Office such as word processing, spreadsheets and commercial databases.

### **Ability to:**

- Acquire, retain and apply police knowledge, procedures and department policies;
- Express oneself clearly and concisely in writing and orally, and be able to prepare accurate and grammatically correct written reports;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate and effectively interact with a diverse community;
- Act calmly and make decisions during emergencies;
- Exercise sound judgment, especially under stressful conditions;
- Project professional authority;
- De-escalate hostile and aggressive behaviors;
- Observe accurately.

### **PHYSICAL REQUIREMENTS**

- Must be in good physical condition appropriate to the performance of assigned duties and responsibilities and must maintain this requirement during the duration of employment.
- Must be willing to work unusual hours, possibly over extended periods of time throughout the county and state. Some duties may require out-of-state travel.
- Must be willing to work overtime when assigned, which may include nighttime hours and weekends.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$124,180 for 2019): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$280,000 for 2019.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #19-V77-A  
CRIMINAL INVESTIGATOR I  
SW

### Criminal Investigator I Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of **"see resume"** or **"see application"** will deem your application incomplete. **Please include the name of employers, job titles, dates of employment, and hours worked per week for questions asking about work experience.**

**Do you understand these requirements?**

Yes  No

- \* 2. What is the highest level of education you have completed?

- High School or GED equivalent  
 College (1 to 29 semester units / 1 to 44 quarter units)  
 College (30 to 59 semester units / 45 to 89 quarter units)  
 College (60 to 89 semester units / 90 to 134 quarter units)  
 College (90 to 119 semester units / 135 to 179 quarter units)  
 College (120 or more semester units / 180 or more quarter units)  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Doctoral Degree

- \* 3. Do you possess a Regular Basic (or higher) California Peace Officer Standards and Training (P.O.S.T.) certificate?

Yes  No

- \* 4. In order for your application to be accepted, the P.O.S.T. certificate that you hold must be attached to your application. Did you attach your certificate?

Yes  No

- \* 5. How many years of patrol experience do you possess as a peace officer?

- No experience  
 Less than one year  
 One to less than two years  
 Two to less than three years  
 Three to less than four years  
 Four to less than five years  
 Five to less than six years

- Six to less than seven years
- Seven to less than eight years
- Eight or more years

- \* 6. Describe your patrol experience as a peace officer. In your response, include your job title (s), employer name(s), start/end dates, number of hours worked per week, and duties assigned. If you do not have such experience, type "N/A."
  
- \* 7. Please describe your investigative experience. In your response, provide full details including your employer name(s), the type of agency you work(ed) for, job title(s), length of time in each assignment, start/end dates with each agency, and your responsibilities. If you do not have such experience, type "N/A."
  
- \* 8. Describe in detail the most challenging case you have investigated. Explain the problems you encountered, and the specific methods used to solve them. Include your employer name(s), job title(s), start/end dates of employment, and number of hours worked per week. If you do not have such experience, type "N/A."
  
- \* 9. Describe in detail a case in which one of your investigations, or an investigation in which you contributed significant work, went through the court/prosecution process and what your role was in that process. Include your employer name(s), job title(s), start/end dates of employment, and number of hours worked per week. If you do not have such experience type, "N/A."
  
- \* 10. List all training you have received in specialized activities related to investigations (e.g., Interviewing & Interrogation Techniques, Crime Scene & Evidence Collection Techniques, Computer Related Crimes, Search Warrant Preparation & Execution, etc.). **Indicate the course name(s) and date(s) taken.** If you do not have such training, type "N/A."
  
- \* 11. Describe your experience working with diverse community members to solve problems, including any outreach you have conducted or community events that you have participated in. Include your employer name(s), job title(s), start/end dates of employment, and number of hours worked per week. If you do not have such experience, type "N/A."
  
- \* Required Question