



**COUNTY OF MONTEREY**  
 invites applications for the position of:  
**DA Investigative Captain**  
*An Equal Opportunity Employer & a Drug-Free Workplace*

**SALARY:** \$53.25 - \$72.57 Hourly  
 \$4,260.00 - \$5,805.60 Biweekly  
 \$9,230.00 - \$12,578.80 Monthly

**OPENING DATE:** 03/29/19

**CLOSING DATE:** 05/01/19 11:59 PM

**POSITION DESCRIPTION:**



**Application Filing Deadline: May 1, 2019**  
**Exam #: 19/34A80/03MG**

The Monterey County District Attorney's Office has an excellent career opportunity for a District Attorney Investigative Captain.

Under general direction of the District Attorney Chief Investigator; plan, organize, coordinate and manage a comprehensive array of investigative services for a Criminal Investigative Division of the District Attorney's Office. Assignments require comprehensive knowledge of investigation procedures, case preparation, and the policies of the District Attorney's Office. The incumbent will supervise the work of senior and journey level investigators and provide direction in the absence of or on behalf of the District Attorney Chief Investigator. Incumbents are additionally responsible for managing administrative functions associated with their division including budget preparation and monitoring, policy development and staff supervision.

The Eligible List established by this recruitment may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

**EXAMPLES OF DUTIES:**

- Plans, organizes, coordinates, supervises and evaluates the activities of subordinate investigative staff; evaluates and establishes investigator training programs.
- Coordinates and supervises the activities of investigators and officers of multiple agencies in the inter-jurisdictional cases where the District Attorney is investigating or prosecuting.
- Assesses and anticipates the District Attorney's investigation needs and formulates and applies policy, priorities and standards relating to investigation activities to achieve long and short-term objectives.

- Participates in management level discussions and policy making and assists in all levels of office management.
- Consults with attorneys or other law enforcement agencies on those issues having broad significance to criminal investigation and law enforcement such as organized crime, gang activity, money laundering and related narcotic enforcement activity.
- Other duties as assigned.

To view the complete job description visit the Monterey County website:

<http://www.co.monterey.ca.us/government/departments-a-h/human-resources/human-resources/class-specifications>

### **THE SUCCESSFUL CANDIDATE**

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

#### **Comprehensive Knowledge of:**

- The principles, methods and techniques used in criminal and civil investigations.
- The process, function, purpose and procedures used in the criminal justice system.
- The functions of the District Attorney's Office and the role of the District Attorney's Office within the criminal justice system.

#### **Thorough Knowledge of:**

- The laws of arrest, search and seizure and substantive criminal law of the State of California including laws governing welfare fraud.
- The rules of evidence and courtroom procedures.
- The procedures and methods for gathering and preserving evidence for presentation in court.

#### **Working Knowledge of:**

- Civil judgment techniques.
- The California Welfare System as it pertains to investigation of welfare fraud.
- Techniques of narcotics enforcement and task force management.
- Principles of investigation used in environmental protections and hazardous waste cases, consumer protection and insurance fraud.
- Principles and methods used in budget development and administration.
- Principles of supervision.

#### **Skill an Ability to:**

- Gather, analyze and evaluate data, draw logical conclusions and make sound recommendations for an effective course of action.
- Understand and interpret complex policies, procedures and statutes in order to resolve problems which may have legal implications.
- Communicate orally for purpose of interviewing witnesses and victims, interrogating suspects, and making public presentations as a spokesperson of the District Attorney.
- Write detailed and cogent investigative reports, correspondence and memoranda using correct grammar, syntax and spelling.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:**

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

At least four years of experience coordinating and conducting difficult, complex criminal and civil investigations in preparation for court trial.

### **ADDITIONAL INFORMATION:**

Conditions of employment include:

As a condition of employment, the incumbent will be required to:

- Successfully pass a background check to include Department of Justice (DOJ) fingerprinting.
- Possess a valid California Class C driver's license with a satisfactory driving record.
- Work occasional nights and weekends in a facility open 24 hours per day - 7 days per week, including standby duty on a rotational basis.
- Occasionally work under adverse conditions, such as inclement or hot weather.

**Benefits:**

Monterey County offers an excellent benefits package. To view the "C" Unit Benefit Summary please visit our website. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevail over this listing.

**Notes:**

As a condition of employment, prospective employees will be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of criminal conviction. Employees must have and show their Social Security Card on the first day of work. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly and you will not be eligible for the benefits listed in the summary.

**Application and Selection Procedures****Apply On-Line!**

Our website: [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

**Applications may also be obtained from and submitted to:**

Monterey County, Human Resources Department  
Attn: Michelle Gomez, Associate Personnel Analyst  
168 W. Alisal Street, 3rd Floor  
Salinas, CA 93901

Email: [gomezme@co.monterey.ca.us](mailto:gomezme@co.monterey.ca.us) | Phone: (831) 755-5383

The selection process is tentative and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials. A complete application package will include:

- A completed County of Monterey employment application
- Responses to the supplemental questions

**All application materials must be received by the final filing date for a guaranteed review; OR Applicants who fail to provide all required materials by the application filing deadline will not be considered.** Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

**EQUAL OPPORTUNITY**

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-5383

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## DA Investigative Captain Supplemental Questionnaire

- \* 1. The required application materials include responses to the supplemental questions. Applicants who fail to provide all required materials by the given deadline will not be considered. Supplemental questions responses must be numbered and each question must be addressed separately. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for the required application materials. Supplemental question responses are an integral part of the selection process; failure to respond or provide a complete supplemental question response, or responding "see resume" to a supplemental question, will eliminate you from further consideration.
  - I have read and understand the supplemental questions instructions
- \* 2. Where did you see the job bulletin for this position - DA Investigative Captain?
  - PORAC - Peace Officer Research Association of CA.
  - GoLawEnforcement.com
  - National Latino Peace Officers Association
  - MCPOA - Monterey County Peace Officer's Association
  - CDAIA - California District Attorney Investigators Association
  - Governmentjobs.com
  - Indeed.com
  - Other
- 3. Check the box below which currently describes the level of P.O.S.T. certificate you possess.
  - CA Management P.O.S.T. Certificate
  - CA Supervisory P.O.S.T. Certificate
  - CA Advanced P.O.S.T. Certificate
  - CA Intermediate P.O.S.T. Certificate
  - CA Basic P.O.S.T. Certificate
  - Completion of a P.O.S.T. Academy
  - No P.O.S.T. Certificate
- \* 4. Describe your understanding of the role you will have as a supervisor with our office. How will your roll shape your interactions, expectations, activities, and accountabilities with your subordinates, other supervisors, your superiors and others in our office.
- \* 5. Describe your experience conducting special investigations, e.g.: Administrative/Internal Affairs, Background, Public Integrity, etc.

\* Required Question