

County of Monterey
Investigative Aide

SALARY	\$21.47 - \$29.30 Hourly \$1,717.60 - \$2,344.00 Biweekly \$3,721.47 - \$5,078.67 Monthly	LOCATION	CA 93901, CA
JOB TYPE	Regular Full-Time	JOB NUMBER	23/34G10/11SA
DEPARTMENT	District Attorney	OPENING DATE	11/17/2023
CLOSING DATE	12/17/2023 11:59 PM Pacific		

Position Description



Final Filing Deadline: December 17, 2023
Exam #: 23/34G10/11SA

The Office of the District Attorney is responsible for attending court and conducting all local criminal prosecutions. The District Attorney is a State Constitutional Officer when prosecuting crimes defined under State Law. Additionally, the office provides legal advice to all law enforcement agencies and provides training programs for their personnel; thus, increasing the probability of successful prosecutions.

The mission of the Office is to promote justice, ensure that the rights of victims are upheld by treating them with dignity, respect and compassion, and aggressively and fairly prosecute those who violate the law.

POSITION SUMMARY

The Office employs individuals of high ethical standards, character, and professional courage. The Office of the District Attorney seeks an **Investigative Aide**. This position performs general office and limited field duties in support of the investigation of civil and/or criminal cases and assists in trial activities.

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

Examples of Duties

- Serves subpoenas and delivers legal documents; transports and/or escorts others connected with cases into the office for interview or to court; transports physical evidence for analysis and/or to court.
- Assists with discovery by making copies of tapes and photographs, retrieves 911 tapes, orders CAD printouts and operates special color copy equipment. Prepares charts and diagrams to provide information for court presentation; collects and organizes information and documents; testifies in court as necessary.
- Conducts interviews of victims, witnesses and/or defendants to obtain or clarify information related to assigned areas. Documents and condenses information gathered by such interview(s).
- Performs office or field data collection/investigations (which may include monitoring or shopping consumer & fraud assignments); has access to information regarding informants/witnesses and performs undercover operations and maintains confidentiality of such information.
- Researches information needed by Investigators, Attorneys and others in prosecution/support of legal cases; reviews records for personal history or other information; prepares written and statistical reports.

To view the complete classification description, please visit the County of Monterey website: Investigative Aide (Download PDF reader)

THE SUCCESSFUL CANDIDATE

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

Knowledge of:

- The criminal justice system, criminal prosecution, basic investigative procedures/technique and the functions/authority of the office/department to which assigned.

Skill and Ability to:

- Research, compile, report and/or display information in support/prosecution of criminal and/or civil cases.
- Recognize and observe the extent of assigned responsibility and authority; serve subpoenas.
- Document findings and observations; maintain records; learn and apply basic investigative and legal principles/techniques; search for and obtain copies of public records.
- Learn and apply knowledge of California court and correction systems.
- Testify in court; take photographs; assist in surveillance or undercover assignment.
- Maintain confidentiality of sensitive information.
- Maintain proper courtroom demeanor.
- Establish and maintain effective working relationships with people of diverse socioeconomic backgrounds.
- Deliver documents in a timely and efficient manner; schedule delivery routes, work without close supervision.
- Organize information, reports and documents; make arithmetical calculations.
- Compile simple data and make simple reports.
- Communicate effectively both verbally and in writing.
- Explain procedural information; remain calm in stressful situations; understand and carry out verbal and/or written directions.

Examples of Experience/Education/Training

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment is qualifying. An example of a way these requirements might be acquired is:

1. Courses in Administration of Justice
2. Possession of a high school diploma or equivalent

Additional Information

CONDITIONS OF EMPLOYMENT

The required conditions of employment include, but are not limited to the following:

- Work under adverse conditions and must be prepared to successfully respond to unexpected events.

- Be available to work a flexible schedule, including evenings, weekends, holidays, and during times of disaster and/or emergency.
- Successfully complete a background investigation.
- Possess and maintain a valid California Class C driver's license.

BENEFITS:

The County of Monterey offers an excellent benefits package. Please visit our website to view the J-Unit Benefit Summary Sheet. 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 or Memorandum of Understanding (MOU) prevail over this listing.

NOTES:

As a condition of employment, prospective employees may 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 any criminal convictions. 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 at**

https://www.governmentjobs.com/careers/montereycounty_
by Sunday, December 17, 2023, 11:59 PM(PST)

or

Hard copy applications may be obtained from and submitted during normal business hours,

Monday – Friday, 8:00 AM - 5:00 PM by contacting:

County of Monterey

Attn: Stephanie Ahumada, Associate Personnel Analyst

168 W. Alisal Street, 3rd Floor

Salinas, CA 93901

Phone: (831) 755-5238 Fax: (831) 757-5792

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination 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**

Applicants who fail to provide all required materials by the final 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.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION

Monterey County is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Stephanie Ahumada, Human Resources Analyst, at (831) 755-5238, or ahumadas@co.monterey.ca.us

Agency

County of Monterey

Investigative Aide Supplemental Questionnaire

*QUESTION 1

Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.

I have read and understand these instructions.

*QUESTION 2

Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to research, compile, organize and report information in support/prosecution of criminal and/or civil cases, as well as documenting findings and observations, and maintaining confidentiality.

*QUESTION 3

Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to carry out verbal/written instructions, operating without close supervision and your ability to deliver documents in a timely and efficient manner.

*QUESTION 4

Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to maintain confidentiality with sensitive information and to establish and maintain effective working relationships with people of diverse socioeconomic backgrounds.

* Required Question