

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities and a high quality of life for your family and friends. Enjoy living and working where you would come to vacation.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

### CHIEF DISTRICT ATTORNEY INVESTIGATOR

Open Until Filled  
1<sup>st</sup> review date December 22, 2017

**SALARY RANGE**  
**\$9,166 - \$9,833**  
**Depending on Qualifications**  
**Medical, Dental, Vision,**  
**Cal PERs Retirement**

**(This is a fully funded position)**

**Location: Mono County, CA**  
**Primary work location will be in**  
**Mammoth Lakes, CA.**

*Equal Employment Opportunity Employer*

## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands 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. Any questions or comments about the need for accommodation should be directed to HR.

## RESPONSIBILITIES

**Under direction of the District Attorney, to conduct criminal and civil investigations involving the gathering of evidence for the apprehension and prosecution of persons violating the laws. This is a supervisor position in charge of supervising the Investigative branch of the District Attorney's Office.**

**This position is a fully benefited District Attorney Investigator position.**

### Examples of Duties:

- Plans, directs, coordinates, and conducts criminal and child abduction investigations, gathers, assembles, preserves and reports facts and evidence;
- Interviews complainants, suspects, witnesses, and other persons to obtain information; analyzing and evaluating their statements;
- Prepares final investigative reports, presenting significant data in summary form;
- Prepares and executes warrants and related affidavits for search or arrest; uses and maintains surveillance devices, photographic equipment, and recording equipment;
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis; provides trial attorneys with assistance in evidence review and evaluation, as well as preparation of cases for trial; develops necessary information required by the exigent disclosure of information at or before trial or judgment;
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions; assists with Grand Jury investigations and presentations and Public Administrator cases;
- Researches hidden assets and actual ownership of suspect business enterprises; investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed, may serve arrest warrants and make on-view arrests.

## QUALIFICATIONS

### **Knowledge of:**

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and fraud investigations.
- Use and care of firearms.
- Principles of work direction.

### **Ability & Willingness to:**

- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Analyze financial and statistical data.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Exercise good judgment in handling potential hostile individual/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

## JOB DETAILS

Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

Please see the County's Job Description for specific details on qualifying requirements:

In general – prior work as a District Attorney Investigator or 10 years with a civilian law enforcement agency with at least 3 years of investigations.

### **Special Requirements:**

Possession of a Driver's License valid in California.

Supervisory P.O.S.T. certificate.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift and subject to call-outs.

Must live within a reasonable distance from place of employment in order to quickly respond to call-outs.

## THE EXAM PROCESS

The process will consist of a review and competitive evaluation as demonstrated on the application.

Include with the application a detailed explanation of the applicant's supervisory experience. If none, please explain the applicant's supervisory philosophy and traits that would be an asset to this position. Also, include a detailed log of all completed training.

Those successful in this evaluation will be invited to an oral interview with District Attorney Management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)