

County of Santa Cruz

INVITES YOU TO APPLY FOR:

CHIEF PUBLIC DEFENDER INVESTIGATOR

Supplemental Questionnaire Required

Open and Promotional

Job # 23-DJ9-01

Salary: \$9,245 – 12,558 / Month

Closing Date: Monday, March 20, 2023



THE JOB: Under general direction of the Public Defender, the Chief Public Defender Investigator plans, organizes, administers, and directs the operations and activities of the Investigation Division of the Public Defender's Office. This classification performs the most sensitive and complex investigations of criminal and civil law matters that have significant legal implications, and/or a high degree of publicity. Assists in the development, maintenance and implementation of policies, investigation procedures and standards for the investigations division, and performs related work as required.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Bachelor's degree in Criminal Justice, Law Enforcement, Administration of Justice, Criminology, Public Administration, Sociology, Psychology, or related field.

AND

Five (5) years of experience as an investigator in an investigative unit of a Public Defender or Prosecuting Attorney's Office, or in a Sheriff's or police investigation bureau, which must include two (2) years of experience in a supervisory and/or administrative capacity.

Possession of a California Private Investigator license is highly recommended.

Special Requirements: License: Possession of a valid California Class C Driver License.

Background Investigation: At a minimum, this process will include fingerprinting and is subject to additional background standards established by appointing authority.

Special Working Conditions: Possibility of exposure to bodily injury, heights (*such as roofs of buildings*), areas containing free silica or asbestos dust, toxic fumes, offensive odors, explosives, electrical hazards, infections which may cause chronic disease or death, and hostile and/or combative persons.



Other Special Requirements: Availability to work a flexible schedule, including evenings, weekends, holidays and on an emergency, as needed basis.

Knowledge: Thorough knowledge of the principles, procedures, and practices of organization, administration, and personnel management of the Investigation's Division of the Public Defender's Office; methods, techniques, and procedures with crime detection, and criminal investigations including gathering, preserving, and presenting evidence, basic identification techniques, and methods of operation; basic psychological principles, interviewing techniques, and interrogating witnesses of varied socio-economic and cultural backgrounds, and mentally deficient clients; principles and practices of personnel management, including supervision, corrective measures, evaluation, training, and development; applicable codes, including Penal Code of the State of California, Evidence Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Elections Code, Business and Professions Code, Government Code and other state and federal laws and case law as applicable to criminal and civil investigations; laws governing arrest, search and seizure, rules of interrogation, rights of citizens, rules of evidence, service of subpoenas; regulations regarding juveniles, laws, regulations, and procedures regarding conservatorship, custody, and mental health proceedings, and courtroom procedures in felony, misdemeanor, and juvenile court or jury trial matters; and principles and practices of criminal identification, such as fingerprinting, ballistics and photography. Working knowledge of administrative principles and practices on the development and implementation of policies and procedures and goal setting; principles and practices of office management and organizational development to include budget and fiscal administration; recordkeeping, report preparation, filing methods, and records-management techniques; laboratory procedures, methods, and uses of scientific investigation equipment and analysis incident to the investigation of crimes; computer applications and hardware related to performance of the essential functions of the position; ethical and professional standards of conduct; and principles and practices of supervision and training.

Ability to: Effectively plan, organize, manage, coordinate, supervise and evaluate the work of subordinate staff; conduct complex and highly sensitive investigations; motivate, direct, and support subordinate staff by providing training and professional development; review and evaluate complex investigative reports, statements, and complaints to determine appropriate action; establish and maintain constructive and effective working relationships with all encountered during work (i.e., attorneys, law enforcement agency personnel, and others contacted); use tact, discretion, initiative, and independent judgment within established guidelines when dealing with others in a variety of stressful and non-stressful situations; effectively, interpret and apply laws and regulations, and recommend effective courses of action; communicate clearly and logically in oral and written form and make effective presentations before large groups; evaluate current operations and develop and implement improvements; prepare investigative staff procedures and policies; organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimal direction; develop and implement new programs; incorporate innovative approaches to provided services (i.e., develop new cost-effective processes, improve present standards, exercise initiative, ingenuity, and sound judgment in identifying and solving difficult, complex problems); analyze and determine priorities and importance of various types of evidence situations; appraise and organize facts, evidence, strategy, and tactics in the most complex cases, which may include capital case defense; use digital photographic equipment, measuring devices, and operate various scientific investigations equipment; maintain high professional standards and observe ethics of defense investigations; ensure that the investigation staff conforms to applicable state and federal laws, rules, and regulations; and maintain confidentiality and objectivity.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete

in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

CHIEF PUBLIC DEFENDER INVESTIGATOR - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Do you possess a California Private Investigator License?
2. Describe your supervisory and/or administrative experience and include details relating to investigatory work.
3. Describe your experience developing and implementing policies and procedures.
4. Describe your experience investigating cases involving criminal accusations, delinquency charges, or other matters related to the work of a public defense law firm, including your approach to developing investigation plans, interviewing vulnerable witnesses, and working as part of an interdisciplinary team.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years’ service. Available after 1 year service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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WORK Here

PLAY Here