

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PUBLIC DEFENDER – INVESTIGATOR I

Supplemental Questionnaire Required

Open and Promotional

Job # 24-DJ6-01

Salary: \$7,207 – 9,209 / Month

Closing Date: Friday, November 1, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under specified levels of direction, interviews witnesses, clients, and alleged victims in the conduct of investigations; obtains, preserves, records, and analyzes evidence for the defense of clients represented by the Office of the Public Defender; and performs related duties as required. **The current need is for an extra-help/temporary position. In order to be considered please check the “Temporary/On-Call (Extra-Help)” box on your application.**

THE REQUIREMENTS Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying unless otherwise specified. A typical way to obtain these knowledge and abilities would be:

Two years of college course work in accounting, criminal justice, system analysis or related field **AND** two years of experience in law enforcement or investigative work.

OR

Possession of a bachelor's degree in accounting, business administration, criminal justice, **or** administration of justice.

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER



Special Requirements/Conditions: Licence/Certification Requirement: Possession of a valid California Class C Driver License.

Fingerprint/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: Working knowledge of techniques, principles, and methods used in civil and criminal investigations; methods and techniques of gathering, evaluating, screening, and preserving evidence, including preparing exhibits for trial; laboratory procedures related to the investigation of a crime; relevant sections of the California Penal Code and the general concepts of criminal law; the laws related to arrests, rules of evidence and court procedures, the various resources available to help locate individuals; good report writing and record keeping techniques; the mental defenses such as diminished capacity and legal insanity, including general knowledge of the subject of psychology and psychological testing; bookkeeping and financial record keeping methods, practices, and terminology; and basic psychological principles, interviewing techniques, and interrogating witnesses of varied socioeconomic and cultural backgrounds, mentally deficient clients; and telephone, office and online etiquette.

Ability to: Establish and maintain effective working relationships with attorneys, representatives of other agencies, clients, the public, and colleagues; adjust to workload changes, and work under stress to meet deadlines; organize and prioritize workload to manage cases efficiently; recall names, faces and incidents; work outside of office environment and normal business hours; analyze situations accurately and take effective action; communicate effectively both verbally and in writing; operate and maintain a variety of photographic, recording, and graphic equipment; maintain a congenial attitude under various conditions with uncooperative individuals; diagram and draft charts or other diagrams required for forensic use; read and understand legal codes and cases and technical material in such disciplines as medicine and the physical and social sciences; obtain information through interview; assess the credibility of witnesses and evidence; gather and analyze facts and evidence and draw valid conclusions; organize and prioritize workload to manage cases efficiently, adjust to workload changes, and work under stress to meet deadlines; testify in court in a direct, clear, and concise manner; and prepare, present, and maintain clear and accurate notes, reports, and records.

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.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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PUBLIC DEFENDER INVESTIGATOR I - 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. Describe your work experience interacting with the public. Include interviewing and record keeping experience.
2. Describe your experience working in law enforcement and or investigative work. Please include your role and the number of years of experience in each area.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays 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 - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - 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 \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

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.