

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## PUBLIC DEFENDER – INVESTIGATOR III

Supplemental Questionnaire Required  
Open and Promotional

Job # 24-DJ8-01

Salary: \$9,029 – 11,539 / Month

Closing Date: Friday, November 1, 2024

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### *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.*

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**THE JOB:** Under general direction, plans, organizes, and participates in the activities of one or more investigation units in the Public Defender's Office engaged in conducting investigations of criminal and/or civil law matters; conducts the most complex, sensitive, and /or difficult criminal cases that have significant legal implications and/or high degree of publicity; acts as a lead worker to Public Defender Investigators I/II and Public Defender Investigator Assistants; and does other work 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. A typical way to obtain the knowledge and abilities would be:

Two years of college course work in accounting, criminal justice, system analysis or related field **AND** One year of experience performing duties comparable to the Santa Cruz County Public Defender Investigator II class that included investigation of difficult and sensitive felony and misdemeanor cases referred to the Public Defender's Office.



**OR**

Two years of college course work in accounting, criminal justice, system analysis or related field **AND** five years of experience in law enforcement or investigative work that included the investigation of suspected criminal activities.

***Possession of a California Private Investigator License is highly recommended.***

**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:** Thorough knowledge of the principles, methods, and techniques of criminal investigations, including gathering, preserving, and presenting evidence, basic identification techniques, and methods of operation; relevant sections of the California Penal Code and the general concepts of criminal law; laboratory procedures, methods, and uses of scientific investigative equipment and analysis incident to the investigation of crimes; investigative methods applied in the penalty phase of capital offense cases; criminal law, including the laws of arrest, search and seizure, subpoena service, rules of evidence, rules and 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; basic psychological principles, interviewing techniques, and interrogating witnesses of varied socio-economic and cultural backgrounds, and mentally deficient clients; current technology and trends in the profession; telephone, office, and online etiquette; location of and means to obtain information, evidence, records, and reports, including the use of skip tracing techniques; techniques employed in diagramming and making demonstrative evidence to be presented in court; and mental defenses to a crime such as diminished capacity and legal insanity.

**Ability to:** Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and to formulate sound recommendations; be objective in fact finding; determine priorities and importance of various types of evidence; effectively communicate in oral and written form by preparing, reviewing, and evaluating comprehensive reports on investigations; obtain information through interviews; work effectively without direct supervision; communicate clearly, concisely, calmly, respectfully, effectively, and diplomatically in dealing with clients, management, other employees, subordinates, professionals from other agencies, and the public from diverse cultures and backgrounds; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, and reading and writing; exercise good judgment and tact in dealing with sensitive cases; develop demonstrative evidence for use in court, such as diagrams, charts, and photographs; testify in court in a direct, clear, and concise manner; read and comprehend

legal material; recognize potentially hostile situations and adapt to many different environments; provide prompt, efficient, and responsive service to management, the attorneys, and/or the clients; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; establish and maintain effective working relationships with employees, other criminal justice agencies, courts, and the public; use film and digital photographic equipment; use measuring devices; and operate various scientific investigation equipment.

**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](http://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](http://www.santacruzcountyjobs.com)

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**PLAY Here**

## **PUBLIC DEFENDER INVESTIGATOR III – 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.
3. Describe the most difficult and sensitive felony and/or misdemeanor case you have investigated.
4. How many misdemeanor cases have you investigated?
5. How many felony cases have you investigated?
6. Do you possess a Private Investigator License?
7. Describe your lead-worker experience and specifically include details about any lead worker experience as it relates to investigation work.

### **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.