

COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

INVESTIGATOR I, PUBLIC DEFENDER'S OFFICE

BI-WEEKLY SALARY RANGE: \$2559.20 - \$3071.20

APPROXIMATE MONTHLY SALARY RANGE: \$5560.00 - \$6672.00

LAST DAY FOR FILING

Monday, March 31, 2003

DATE OF EXAMINATION

To be Announced

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

THE POSITION(S): Investigator I, Public Defender's Office, is the entry level class in the Investigator series. Incumbents under close supervision conduct fact finding, trial-related and pre-sentence investigations of criminal cases, locate and interview witnesses, compile information relevant to cases, search for evidence, examine and photograph crime scenes, conduct other routine investigations, and serve subpoenas.

PROMOTIONAL OPPORTUNITIES: Investigator I, Public Defender's Office is a flexibly staffed position and may advance after a satisfactory probationary period to: Investigator II, Public Defender's Office - \$3316.80 Current Bi-Weekly Maximum

THE REQUIREMENTS: These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

EITHER I

EDUCATION: Possession of a bachelor's degree from an accredited college or university, **AND**

EXPERIENCE: The equivalent of one year of recent full-time paid experience as a parole agent, probation officer, public defender investigator, coroner investigator or law enforcement officer, where responsibility included investigatory evidence gathering or evidence evaluation.

OR II

EDUCATION: Satisfactory completion of at least 60 semester units or 90 quarter units at an accredited college or university, **AND**

EXPERIENCE: The equivalent of two years full-time paid experience as a parole agent, probation officer, public defender investigator, coroner investigator or law enforcement officer or a closely related occupation where responsibility included investigatory evidence gathering or evidence evaluation, OR one year of experience as an Investigative Assistant in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts).

NOTE: Experience as a Sheriff's Clerk, Court Clerk, Process Server, Juvenile or Correctional Counselor or in any clerical function is not qualifying.

LICENSE: Possession of a valid California Motor Vehicle Operator's license.

SPECIAL REQUIREMENTS: Willingness to work irregular hours as individual investigations demand. Must be at least 21 years of age.

THE EXAMINATION: THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can extended.

The examination may include but may not be limited to: KNOWLEDGE OF interviewing and investigative techniques and procedures; practices and methods employed in criminal detection and criminal investigation; laws of arrest, search and seizure case laws, and rules of evidence; criminal procedures relative to felony, misdemeanors, and jury matters; purposes and organization of the Public Defender's Office; judicial mechanics relative to felonies, misdemeanors and juvenile matters. ABILITY TO recognize, gather, evaluate, and preserve evidence; be objective in fact finding; keep accurate records and prepare clear and concise reports; relate easily to and gain the confidence of many varied personalities; maintain ethical and harmonious relationships with law enforcement and other governmental agencies; evaluate evidence for a particular criminal offense; determine priorities and importance of various types of evidence; determine the credibility of persons interviewed; maintain high professional standards and observe ethics of defense investigation; use of photographic equipment; adapt to many different environments; recognize potentially hostile situations; use of laptop and personal computers; learn computer programs and access internet resources; use measuring devices; draw diagrams to scale; manage time efficiently and with frequent interruptions; interview effectively and analytically.

THE EXAMINATION WILL CONSIST OF the following three steps: A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process, a screening of applications and Supplemental Questionnaires to select the best qualified candidates who will move on to the next step in the examination process, which is an oral interview weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.

TO APPLY: Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: www.co.alameda.ca.us.

INVESTIGATOR I, PUBLIC DEFENDER'S OFFICE
Supplemental Questionnaire

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with an application. Failure to submit the Supplemental Questionnaire will result in disqualification. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted.

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas. A panel will review applications and supplemental questionnaire responses of candidates who meet the minimum requirements and select the best qualified candidates who will then continue in the examination process.

Although you may possess the minimum requirements for this examination, you are not guaranteed advancement in the process. It is critical that you fill out the Supplemental Questionnaire completely, listing all education, experience or special training which might demonstrate your qualifications in the rating areas.

If you need additional space to answer questions, attach an 8-1/2" x 11" sheet to this cover sheet, and put your name at the top of each page. Your answers should be concise, complete and clear.

1. Explain your understanding of the function of the Alameda County Public Defender's Office.

2. Explain the duties and responsibilities of an Investigator I at the Public Defender's Office.

3. Describe your experience utilizing interviewing and investigative techniques, and describe the procedures you used.

4. Explain why you are qualified to be an Investigator I for the Public Defender's Office.

<p>CERTIFICATION OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the County of Alameda.</p>
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<p>SIGNATURE:</p>	<p>DATE:</p>
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