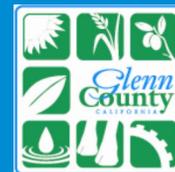




# COUNTY OF GLENN



Is recruiting for a

## CHIEF INVESTIGATOR

### DEADLINE TO APPLY

**Friday, October 7th, 2022**

### COMPENSATION

**\$45.77-\$55.63 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Deputy Sheriffs' Association  
Summary of Benefits

### THE SELECTION PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

The Chief Investigator position, under direct supervision from the District Attorney and Assistant District Attorney, plans, organizes, supervises and participates in the investigation of complaints and criminal matters submitted to the District Attorney's Office; and performs related work as required. The Chief Investigator is responsible for the overall operation. This management position is a sworn peace officer pursuant to 830.1(a) of the California Penal Code. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will possess a valid California advanced P.O.S.T certificate. This person will have knowledge of principles, practices, methods and procedures of criminal and civil investigations.

### WHAT YOU'LL DO

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for investigations; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in investigative activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Performs investigative duties including interviewing suspects, witnesses and other persons involved in assigned cases; researching and reviewing background information; locating individuals; conducting surveillance operations, etc.
- Investigate the most difficult and complex cases; provide direction and leadership to assist staff members on assigned cases.
- Reviews delinquent related files; and obtains arrest warrants as necessary.
- Prepare correspondence including correspondence to other agencies regarding assigned cases; coordinate the preparation of court summonses; serve court subpoenas.
- Arrest individuals when appropriate.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You have knowledge of criminal law with special reference to the Penal Code, laws of arrest and search and seizure.
- You are able to work under stressful or dangerous conditions occasionally involving considerable personal risk or risk to others.
- You have knowledge of techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Four years of full-time law enforcement experience.

### **EDUCATION:**

Equivalent to graduation from an accredited four-year college or university with major work in criminal justice. (Substitution: Full-time, paid experience as a law enforcement officer may be substituted for the required education on a year-for-year basis.)

### **CERTIFICATE:**

Possession of a valid P.O.S.T. Intermediate Certificate.

### **LICENSE:**

Possession of a valid California driver's license issued by the Department of Motor Vehicles.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, October 7th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- |   |                            |
|---|----------------------------|
| • A Glenn County Employment Application | • Résumé                   |
| • Transcripts and/or Certificates       | • Cover Letter             |
| • P.O.S.T Certificate                   | • GCPER 44/Conviction Form |

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.

**CHIEF INVESTIGATOR**  
**SUPPLEMENTAL QUESTIONNAIRE**

NAME: \_\_\_\_\_

The purpose of this questionnaire is to provide applicants the opportunity to elaborate on their qualifications for this position. Your responses to this questionnaire will be used by an Application Evaluation Committee to determine which applicants will be invited to continue in the recruitment process.

Please answer the questions below and submit your responses with your on-line application. Although you will submit a resume to further describe your qualifications or additional information, such items may not be substituted in lieu of the supplemental questionnaire. An incomplete supplemental questionnaire will result in disqualification. Do not answer any question by indicating "see attached resume".

An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified. Please read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.

1. Why do you want to work for the District Attorney's Office?

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2. Do you possess a current, valid Basic Law Enforcement Certificate issued by the California Commission on Peace Officer Standards and Training (P.O.S.T)? Yes or No.

If Yes, what is the certificate number? If No, please type N/A.

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3. Did you attach a copy of the California P.O.S.T Certificate to your application? Yes or NO

4. Do you possess your Intermediate or Advanced P.O.S.T? Which one and approximately when did you obtain it? Certificate/ID Number? Issue Date? Issuing Agency?

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