

**CLARK COUNTY**

Department of Human Resources
500 S. Grand Central Pkwy, 3rd Floor,
PO Box 551791
Las Vegas, NV 89155-1791
(702)455-4565

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
INVESTIGATOR II - DISTRICT ATTORNEY**

Department Name: District Attorney
Exam Number: 14131

SALARY

\$56,638.40 - \$87,859.20 Annually

OPENING DATE: 01/26/18

CLOSING DATE: 02/09/18 05:01 PM

ABOUT THE POSITION:

The Clark County District Attorney's Office invites you to apply for the position of Investigator II. Investigators perform a variety of complex and sensitive field service and legal investigative work involving prosecution and disposition of criminal and civil matters as well as assist in maintaining a safe work environment.

This recruitment is limited to the first 250 applications received, and will close without notice, regardless if the closing date has been reached, when that number is received.

Salary:

\$56,638.40 to \$87,859.20 Regular Retirement

\$53,040.00 to \$82,243.20 Police/Fire Retirement

Candidates that have a minimum of two (2) years prior Police/Fire NV PERS service credit will be required to participate in the early retirement option.

The successful candidate will start at the minimum of the salary range.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent of an Associates degree in law enforcement, criminal justice, or related area, AND three (3) years of full-time experience in performing criminal and/or civil investigations in a public agency or in sworn law enforcement duties. Must possess P.O.S.T. Category II basic certificate. Additional

years of professional full-time experience performing criminal and/or civil investigations or in sworn law enforcement duties, may be substituted for the education on a year-for-year basis.

NRS 289 CONFERS CERTAIN RIGHTS AND PROTECTIONS UPON PEACE OFFICERS IF SELECTED FOR THIS POSITION. A NEW HIRE/PROBATIONARY EMPLOYEE WILL SERVE A TWELVE (12) MONTH PROBATIONARY PERIOD. DURING THE PROBATIONARY PERIOD EMPLOYEE WILL BE REQUIRED TO WAIVE ALL PROCEDURAL PROTECTIONS AND PROCEDURAL RIGHTS OF ACTION PROVIDED IN NRS 289

Working Conditions: Carry a firearm and obtain and maintain applicable certification.

Licensing and Certification Requirement: In order to be considered for this recruitment, candidates must possess a valid Nevada basic P.O.S.T. training certificate – Category II, at time of hire and must submit a valid Nevada basic P.O.S.T. training certificate at time of application. Must possess a valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon the results of a background investigation, which may include both a pre-and post-offer background check for positions within the District Attorney's Office, and a test for controlled substances. Persons appointed to perform the duties of a peace officer must pass all background checks including a fingerprint criminal based check; a psychological evaluation and a polygraph examination in accordance with NAC 289.110 (j) for a peace officer being appointed as a category I, category II or reserve peace officer.

Medical Examination: Employment is contingent upon the results of a physical examination performed by our examining physician.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

Pre-Employment Agility Fitness Testing: Employment is contingent upon passing the P.O.S.T. Agility Fitness Standards.

EXAMPLES OF DUTIES

Discovers the location of witnesses and other persons involved in various legal situations by using various tracing methods such as contacting law enforcement agencies, utilities, credit services, other governmental agencies, friends and family members; takes statements from victims, witnesses, defendants and others connected to a specific case; requests, receives and reviews information regarding law enforcement investigations, including laboratory data, police reports, photographs and other materials pertinent to cases being investigated; analyze reports to identify relevant legal issues; locates and serves subpoenas, summonses, warrants, motions, compelling orders, orders to show cause and other legal documentation to individuals, partnerships and corporations, depending upon the division to which assigned; conducts detailed, independent investigations under the direction of the Investigative Supervisor or an attorney; records and maintains chain of custody on collected evidence and transports to evidence storage location; transports individuals including escorting witnesses or other individuals involved with cases; photograph, sketch and reconstruct crime scenes; may testify in court as required; provides information to the public over the telephone and in person regarding rules and regulations relating to the investigative area to which assigned; maintains accurate records of cases and service; and prepares investigative and administrative reports as required. Conducts pre-employment background investigations and completes background reports. Contributes to the efficiency and effectiveness of the unit's service to its clients by offering suggestions and participating as an active member of a work team. Participates in the

probationary training and mentoring of Investigator I's as well as provides basic supervision on individual assignments where needed. Uses standard office equipment, including a computer, in the course of the work. Drives a personal or County motor vehicle to visit sites under investigation and transport witnesses and others.

PHYSICAL DEMANDS

Mobility to work in a typical public safety setting, including stamina to stand and/or walk for an extended period of time, and operate a motor vehicle; strength to restrain and/or eject individuals; vision to use standard office equipment and to read printed materials including a computer screen; and hearing and speech to communicate in person and over the telephone. Accommodations may be made for some of the physical demands for otherwise qualified individuals who require and request such accommodation. Must be capable of passing P.O.S.T. Agility Fitness Standards.

An Equal Opportunity Employer

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INVESTIGATOR II - DISTRICT ATTORNEY Supplemental Questionnaire

* 1. **I understand that:**

A) My answers to these supplemental questions will be reviewed and scored by subject matter experts;

B) Examination scores may be used to select candidates for interviews;

C) The education and experience cited in my answers to these supplemental questions must be clearly documented in the "Education" and "Work Experience" sections of the application;

D) I must complete these supplemental questions, in my own words, in order for my application to be evaluated;

E) "See Resume" is not a substitute for any of the required information, and in fact my resume will not be used to evaluate my application or supplemental assessment;

F) Language copied word-for-word from a job description or job posting will not be evaluated;

G) I may be called upon to demonstrate my expertise, in a work situation, as part of the selection process.

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I have read and understand the above information regarding completion of the following supplemental questions

* 2. How many years of full-time experience do you possess in conducting criminal investigations in a sworn law enforcement capacity within a public agency?

In excess of three years (must be outlined in your employment application.)

Less than three years.

None

* 3. Please identify whether you currently hold a valid Nevada P.O.S.T. certificate. (Maximum 10 points)

I possess a valid Category I Nevada P.O.S.T. Certificate

I possess a valid Category II P.O.S.T Certificate

I possess a valid Category III P.O.S.T. Certificate

I do not possess a valid Category I Nevada P.O.S.T Certificate, but am certified at the equivalent level from a reciprocity state.

I am not currently P.O.S.T Certified in Nevada or other reciprocity state.

- * 4. **Bilingual:** Are you bilingual?
 Yes No

- * 5. If you answered "yes" in question #4, please list your bilingual language(s) and identify your proficiency level (i.e., good comprehension, fluent, read and/or write at a proficient level.)

- * 6. List all degrees received (or college course work completed if no degree) in Law Enforcement, Criminal Justice or a field directly related to the position (see template below). (Maximum 5 points) College/University: Did you graduate: College Major/Minor: Units Completed: Degree Received:

- * 7. List all current and professional certifications relevant to this position (see template below). (Maximum 5 points) Certification/Seminar: Name of agency or institution administering the certification/seminar:

- * 8. Describe in detail your professional experience locating witnesses and other persons involved in various legal situations (i.e., to serve subpoenas, summonses, warrants, motions, compelling orders, orders to show cause and other legal documentation to individuals.) Include the various tracing methods utilized such as law enforcement agencies, utilities, credit services, other governmental agencies, friends and family members. (Maximum 10 points)

- * 9. Describe in detail your professional experience: **(a)** Methods used in conducting detailed investigations under the direction of an attorney or in a law enforcement agency; **(b)** Taking statements from victims, witnesses, or persons involved in criminal case proceedings; **(c)** Employment background investigations and/or investigations related to personnel issues. (Maximum 10 points)

- * 10. Describe in detail your professional experience detaining individuals, placing them under arrest and handling booking procedures. (Maximum 10 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 11. **Certification Requirement:** Candidates are required to submit a Nevada basic P.O.S.T. training certificate - Category II at time of application. Applications submitted without a copy of candidate's P.O.S.T. training certificate are incomplete and will not be considered. Certifications may be electronically attached during the online application process, faxed to (702) 380-9960, or mailed/delivered to Clark County Human Resources, located within the Clark County Government Center at 500 S. Grand Central Parkway, 3rd Floor, Las Vegas, NV 89106. Candidate's name, recruitment title, and exam number must be clearly written on the training certificate.

I understand that I must submit a Nevada basic P.O.S.T. training certificate - Category II, as outlined above in the job announcement, with this application package.

- * 12. **Release of Education and Employment Records:** Submitting this application package authorizes the Clark County District Attorney's Office to conduct a pre-offer background check on all education/experience identified in my application. The educational release authorizes Clark County to contact, for verification purposes, all college(s) attended to verify my educational records, which includes but is not limited to my grades.

I understand that my submission of this application package authorizes the Clark County District Attorney's Office to conduct a pre-offer background check on all education/experience identified in my application. I also understand that the education release authorizes Clark County to contact, for verification purposes, all college(s) attended to verify my educational records, which includes but is not limited to my grades.

- * Required Question