



Employment Opportunity

People of color, women and individuals with disabilities are strongly encouraged to apply. An equal opportunity employer. [Apply online](#)

(www.marincounty.org/jobs).

CHIEF DISTRICT ATTORNEY INVESTIGATOR

District Attorney's Office

RECRUITMENT CLOSING DATE: FRIDAY, AUGUST 18, 2023, at 4:00 pm PST

SALARY: \$12,983 - \$15,519 / Month

Recruitment # 0517-23-07

ABOUT US:

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people "I work for the County of Marin." [Discover more about us, our values and our organizational culture here.](#) Read on to find out more about this opportunity:

ABOUT THE POSITION:

The Chief District Attorney Investigator (Chief) is an integral part of the District Attorney's Office. The Chief plans, directs, assigns, coordinates, and supervises the activities of the District Attorney's Office Investigations Unit (Unit). The Unit is comprised of approximately 10-15 employees which include a Supervising Investigator, Investigators, and various administrative support positions. This Chief will take an active role in performance management, coaching and staff/team development. The position is responsible for administering and developing programs, performing related law enforcement and administrative duties, and has budgetary responsibilities for the Unit. In addition, the Chief is responsible for coordinating investigative responsibilities within the District Attorney's Office and personally conducting the most complex and sensitive investigations of criminal and civil law.

ABOUT YOU:

Our Highly Qualified Candidate: The ideal candidate has extensive investigations experience, possesses a strong work ethic, initiative, and the ability to prioritize tasks and follow through in a timely manner. The candidate has strong leadership skills and is capable of taking an active role in managing the Division and developing our staff. The Office is particularly interested in candidates with supervisory experience, though this skill set is not required for the position. Further, the ideal candidate has a proven track record of excellent customer service and is a team player, working respectfully, collaboratively and developing positive working relationships with colleagues, clients, and staff within the Division and throughout the state.

We recognize your time is valuable, so please note that you must have at least the following required Minimum Qualifications in order to be considered for this position:

Any combination of education, training and experience that would provide the required knowledge and abilities. A typical way to qualify is eight years of recent paid experience as a law enforcement officer with a city, county, state or federal agency, including at least five years of experience performing criminal investigations. Lead or supervisory experience is highly desirable.

Certificates and Licenses

Possession of a Peace Officer Standards and Training (P.O.S.T.) Advanced Certificate and possession of or ability to obtain a P.O.S.T. Management Certificate within 24 months of appointment.

This job class requires travel between various County and business-related locations. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County, including review of a recent DMV history. If a driver's license is required, at the time of the

selection interview by the appointing authority, applicants will have to furnish a recent DMV driving record.

Special Requirements

Must not have been convicted of any crime for which the punishment could have been imprisonment in a federal penitentiary or state prison or any crimes which would prohibit employment in this position under State law. Shall be subject to a thorough background investigation. Position required to be on call at all hours.

ABOUT THE PROCESS:

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

First round interviews are currently scheduled to begin on Wednesday, August 30, 2023

The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

Equal Employment Opportunity Employer: The County of Marin is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodation may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the Human Resources Department at (415) 473-6104 or TTY use 711 for CRS.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

HOW TO APPLY:

[Apply online](http://www.marincounty.org/jobs) (www.marincounty.org/jobs)

Marin County Human Resources Department

3501 Civic Center Drive ● Room 415 ● San Rafael, CA 94903-4189

Office Phone (415) 473-6104 ● TTY use 711 for CRS

Paper or Faxed application documents will not be accepted. If you need assistance completing an online application, contact us at 415 473-2126 or TTY use 711 for California

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or TTY use 711 for CRS at least five workdays in advance of a potential scheduled exam, recruitment step or interview. Copies of documents are available in alternative formats upon request.
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