



Inspector II District Attorney's Office

Date Opened	December 13, 2021
Final Filing Deadline	Continuous
Salary	\$4,702.40 - \$5,868.80 Bi-Weekly \$9,404.80 - \$11,736.00 Month \$122,262.40 – 152,568.00 Year

INTRODUCTION

The Alameda county District Attorney's Office is comprised of approximately 150 attorneys, 70 Inspectors, 9 Public Assistance Fraud Investigators, 30 Victim-Witness Advocates and Claim Specialist, as well as a variety of administrative, finance, and communications professionals. Our jurisdiction covers over 800 square miles and our staff work in 8 offices located throughout the county.

We have six specialized divisions within the office:

- Criminal Prosecution
- Juvenile Justice
- Consumer, Environmental and Worker Protection
- Investigative Division
- Victim-Witness Assistance
- Alameda County Family Justice Center
- Division of Diversity, Equity, and Inclusion

JOB DESCRIPTION

The Inspector II is under direction to investigate, prepare and manage cases for trial, both criminal and civil violations under the jurisdiction of the District Attorney.

The District Attorney's Inspector is a fully sworn "Peace Officer" as defined in Section 830.1 of the California Penal Code and as such is required to carry a firearm and perform duties of a "Peace Officer."

DISTINGUISHING FEATURES

Inspector II's, under the general supervision of an Inspector III, works with attorneys who prepare cases for prosecution. Inspector II's should have the ability to:

- Conduct thorough investigations
- Deal effectively and tactfully with the public
- Exercise good judgment and discretion in conducting investigations
- Keep records and write, clear, concise and comprehensive reports
- Take enforcement action as necessary (e.g., arrests, detentions, or the service of court orders)

EXAMPLES OF DUTIES

The following are duties performed by an employee in this classification. However, the employee may perform other related duties at an equivalent or higher level. Not all duties listed are necessarily performed by the individual in this classification:

- Confers with Deputy District Attorneys on trial strategy and presentation of evidence; appears in court to testify regarding investigative findings.
- Locates and interviews victims and witnesses and other possible sources of information in criminal cases
- Serve subpoenas, compose, and serve search warrants, make arrest, and prepare criminal cases for trial
- Manage witnesses for trial, transport witnesses to and from court.
- Conduct follow-up investigations, gather evidence, request lab work, visit crime scenes
- Accompany District Attorneys on homicide call outs and officer involved shootings

MINIMUM QUALIFICATIONS

Experience:

Four years of experience in a criminal investigative capacity with a California Municipal Police Agency or Sheriff's Office.

License:

- Possession of a valid California Driver's License (with a clean driving record)

Certification Required:

- Possess a California Peace Officers Standards and Training Advanced Certificate issued by the State of California Commission on Peace Officers Standards and Training (POST). **Must be currently certified by POST (i.e. active California Peace Officer within three years, or successfully have completed the POST 136-hour Requalification course upon hire).**

Education:

- Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

Citizenship:

- Must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship a minimum of one year prior to submitting the application.
- Must be at least 21 years of age at the time of appointment.

Physical Requirements:

- Must successfully pass a background investigation, psychological examination, and medical examination.
- Must be proficient with a firearm and be able to qualify per department standards.
- Must live within a 30-mile radius of 1225 Fallon Street, Oakland, CA 94612.

KNOWLEDGE AND SKILLS

Demonstrates the knowledge of criminal case preparation; laws of arrest, rules of evidence and court procedures; knowledge of laws of arrest, search and seizure, and the California Penal Code. Familiarity with laboratory techniques and the ability to make sound decisions based upon facts, observation, or other pertinent information; able to assist, guide, or direct others; familiarity with witness interview techniques; possess initiative, writing skills, and verbal communication skills.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness, and health screening programs focused on overall well-being. These benefits include but are not limited to:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan – Tier 4 Safety Retirement (2.7 @ age 57)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)

*This provides a brief summary of the benefits offered and can be subject to change.

CONCLUSION

HOW TO APPLY

To apply for the position, please contact Andrea Moreland at andrea.moreland@acgov.org for an application.

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, or physical ability are encouraged to apply.

11/30/21