



The County of San Bernardino
invites application for the position of

Investigative Technician III

Job Number: 16-09104-01

SALARY

\$18.85 - \$25.91 Hourly \$3,267.33 - \$4,491.07 Monthly \$39,208.00 - \$53,892.80 Annually

APPLY BY: 01/13/17 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

This recruitment is only open to current County of San Bernardino, Fire Department or Special Districts employees who hold a regular, contract, extra-help, recurrent, Public Service Employee, Work Experience Program (WEX), or intern position. Your County employment must be clearly listed in your work history.

FUTURE SALARY INCREASES:

2.00% on July 22, 2017

3.00 % on July 21, 2018

The **District Attorney's office** is recruiting for **Investigative Technicians III**. This position may be assigned to investigative units that perform advanced computer graphic layout and design, creation of maps, time-lines and charts, as well as enhancement of audio, video, and digital images that will be used in court. This position may be assigned to an investigative unit that is required to be on call, and respond to hazmat situations and death investigations, or be assigned to oversee the Bureau's evidence, fleet, equipment, training, and computerized building access/ID card systems.

For more detailed information, review the [Investigative Technician III](#) job description.

Conditions of Employment

Background: Applicants must successfully pass a background check prior to appointment.

Travel: Travel throughout the County is required. A valid California Class C driver license is required at time of appointment. Employees in this class may be required to use personal vehicles and show proof of automobile liability insurance. Mileage reimbursement is available.

MINIMUM REQUIREMENTS

EDUCATION: Thirty (30) semester or (45) quarter units of completed college coursework in Criminal Justice, Administration of Justice, Social/Behavioral Science, Business/Public Administration or closely related field.

--AND--

EXPERIENCE: Three (3) years of experience locating and identifying witnesses and performing field services of civil or criminal summons, complaints or subpoenas.

SUBSTITUTION: One (1) additional year of qualifying experience may substitute for half of the required education.

DESIRED QUALIFICATIONS

The ideal candidate will know how to create photographic exhibits, 2D/3D crime scene reconstruction, interactive Flash and PowerPoint presentations using charts, graphs, time lines, maps, photographs and other illustrations. The ideal candidate will also be familiar with photographing items of evidence using aerial, panoramic and advanced 360 degree spherical photography. Social Media experience (Facebook, Twitter, Instagram) is highly desirable.

SELECTION PROCESS

There will be a competitive evaluation of qualifications based on your application materials; therefore, it is to your advantage to provide as much relevant and detailed work experience as possible on the Application and Supplemental Questionnaire. Do not refer to a resume.

Only the most highly qualified candidates will be invited to continue in the remainder of the selection process.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 12/31/16 SB

Investigative Technician III Supplemental Questionnaire

1. **Instructions:** The information on the Application and your responses to the following supplemental questions will be used in a **determination of minimum qualifications**. Detailed responses should be provided for each question in order to ensure qualifications are properly considered (do not refer to a resume). **Each response must include the name of your employer(s) and dates of employment where you performed the duty, the title of your position(s), and the percentage of time performing the function (the latter if applicable).** *Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I have read and understand the above statements
2. **Degree Information/Coursework:** Provide degree information (e.g., Associate's in Criminal Justice, San Bernardino Valley College) - **OR**- if no degree has been completed list coursework and include the following information: Course Title and Number, School and Number of Units (e.g., Forensic Photography, CJUS089, San Bernardino Valley College, 3 semester units). If you are using the additional year of experience to substitute for the educational requirement, indicate "N/A". You also have the option of attaching a legible copy of transcripts (unofficial transcripts are acceptable) to your online application.
3. **District Attorney:** Describe your work experience in a District Attorney's Office. Include the start and end dates of employment as well as the specific duties you performed. If you do not have this type of experience, indicate "N/A".

4.

Law Firm/Court: Describe your work experience in a law firm and/or in the courts. Include the start and end dates of employment and the specific duties you performed. If you do not have this type of experience, indicate "N/A".

5. **Investigative:** Describe your work experience in an investigative agency and/or department. Include the start and end dates of employment and the specific duties you performed. If you do not have this type of experience, indicate "N/A".
6. **Graphics:** Describe your experience creating photographic exhibits, 2D/3D crime scene reconstructions, interactive Flash and Powerpoint presentations using charts, graphs, timelines, maps, photographs, and other illustrations. If you do not have this type of experience, indicate "N/A".
7. **Audio/Visual Equipment:** Indicate your level of experience using audio, videotape recordings, and enhancing sound video sound and picture quality.
- Beginner
 - Intermediate
 - Advance
 - No Experience
8. **Social Media:** Describe your professional experience using Facebook, Twitter and Instagram. Include employer, dates, and how it was used. If you do not have this type of experience, indicate N/A.

- * 9. **I understand that I cannot update my application once I have submitted it.** Therefore, I have fully completed ALL sections and provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered ALL questions on the Supplemental Questionnaire. *(Do not refer to a resume or other documentation, as it will not be reviewed.) Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*
- I understand.

* Required Question