



EMPLOYMENT OPPORTUNITY

PERSONNEL DEPARTMENT
1115 TRUXTUN AVENUE FIRST FLOOR
BAKERSFIELD, CA 93301
TELEPHONE: (661) 868-3480
24 HOUR HOTLINE: (661) 868-3481
WEB PAGE: www.co.kern.ca.us/person

C O U N T Y of K E R N

CHIEF PUBLIC DEFENDER'S INVESTIGATOR EXAM NO. 5456

FILING DATE: Applications will be received until cancellation of this notice. **CANCELLATION CAN OCCUR AT ANYTIME WITHOUT NOTICE.** Names will be placed on one eligible list in order of final grades. **Individuals who attain placement on the eligible list may not re-apply until their name has expired from the list.**

APPLICANTS MAY APPLY ON-LINE AT THE WEBSITE. See www.co.kern.ca.us/person **IF APPLYING ON-LINE, ALL APPLICABLE CERTIFICATE(S) MUST BE FAXED TO (661)868-3928.**

SALARY: \$5731 - \$6996 Approximate Monthly Equivalent; Paid Biweekly.

QUALIFICATIONS: Bachelor's degree or a Juris Doctorate degree from an accredited college or university and five years of experience as a public defender investigator in a California Public Defender's Office or other broad criminal investigative experience. One (1) year of the required experience must have been in a lead or supervisory capacity. Appointees are subject to a complete background investigation.

License: Possession of a valid California Driver's License to perform essential job-related functions.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

FOLLOWING AN OFFER OF EMPLOYMENT, YOU MAY BE REQUIRED TO SUBMIT TO POST OFFER MEDICAL AND DRUG SCREENING TESTS AT COUNTY EXPENSE.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

The provisions on this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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ADMITTANCE TO EACH PHASE OF THE EXAMINATION WILL REQUIRE A GOVERNMENT ISSUED PHOTOGRAPH IDENTIFICATION. APPLICANTS WHO ARE UNABLE TO PRESENT PROPER IDENTIFICATION MUST MAKE ARRANGEMENTS WITH THE PERSONNEL DEPARTMENT PRIOR TO THE TEST DATE.

This examination will establish an eligible list from which 1 immediate appointment will be made at the Public Defender's office. Successful candidates will remain on the eligible list for a period of twelve-months, unless specified otherwise by the Civil Service Commission.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs, coordinates, reports and budgets the activities of the Public Defender's Investigative Unit; assigns, directs and reviews the work of subordinates; evaluates the performance of subordinates; trains and supervises the training of subordinate personnel;
- Works with and at the direction of the Public Defender, and Public Defender management to create a positive and productive workplace; keeps the Public Defender informed of all issues affecting the welfare of the Unit and Office;
- Reviews and evaluates the quality and timeliness of the work product of subordinate investigators, including but not limited to the service of subpoenas; completion of case logs; the communication and coordination of case work and assignments with attorneys and staff, and the accomplishment of field investigations, witness interviews and report writing;
- Oversees work performance, including the performance of field investigations. Records and reports violations of office policy or procedures to management and when necessary recommends appropriate discipline;
- Directs and conducts investigations in a wide variety of criminal cases, including alleged capital crimes;
- Observes workload and workflow, and makes work assignments to the investigation unit staff;
- Reviews and evaluates investigation reports, and redirects efforts where necessary;
- Works with Office attorneys to ensure quality investigation requests;
- Monitors a system for distributing written investigation requests, from assignment through case completion, assuring thereby investigative accountability and proficiency.
- Analyzes and evaluates the results of investigations in light of current court decisions;
- Maintains statistical data on caseloads;
- Maintains close liaison with other Public Defender agencies;
- Prepares a variety of comprehensive reports;
- Conducts complex and difficult investigations;
- Conducts interviews with citizens;
- Appears in court as a witness;

Other Functions:

- Serves subpoenas;
- Performs other job-related duties as assigned. **Incumbents must have the ability to perform the Essential Functions of the job.**

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APPRAISAL (*Weight 100%*): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, oral exam and rating of application. Applicants must attain at least a 70% score on each phase of the examination process.

IF THE NUMBER OF APPLICANTS EXCEEDS 10, AN APPRAISAL OF APPLICATION MATERIALS MAY LIMIT COMPETITORS TO THE TOP 10 CANDIDATES.

APPLICANTS ARE ENCOURAGED TO BE THOROUGH IN SUBMITTING QUALIFYING INFORMATION. INFORMATION RECEIVED AFTER A FILING DEADLINE HAS BEEN ESTABLISHED WILL NOT BE CONSIDERED.

MAS/4381
11/21/11
JB5455

EMPLOYMENT INFORMATION

1. **APPLICATIONS** may be obtained at the Kern County Personnel Department 1115 Truxtun Avenue, Bakersfield, California 93301. Applications must be properly completed in accordance with Instructions on the face of the application form and received in the office of the Kern County Personnel Department not later than the date and time noted on the front of the job announcement. All statements on the completed application are subject to verification and investigation.

Civil Service Rules permit employment certification of eligibles with special qualifications upon written request of the appointing authority and authorization of the Director of Personnel.

2. REASONABLE ACCOMMODATION FOR THE DISABLED

The County of Kern will make reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Personnel Department of the County of Kern in writing, no later than the final filing date as stated on the job announcement. If you have any questions regarding this policy, please contact the Equal Employment Opportunity Division at (661)868-3480.

3. CITIZENSHIP

Non-citizens must present for verification a valid Alien Registration Card.

4. VETERANS' PREFERENCE may be claimed by submitting

suitable evidence of honorable discharge at time of filing application. To be eligible, a veteran must have served at least 90 consecutive days during one of the following periods: December 7, 1941 to December 31, 1946; June 27, 1950 to January 31, 1955; August 5, 1964 to May 7, 1975; or August 2, 1990 to present. National Guard or Reserve active duty for training of six months or less will not qualify for veterans' preference points.

Disabled veterans who meet these requirements and are presently receiving compensation for service connected disability of 10% or more may be entitled to additional preference credits. A letter from the Veterans Administration verifying current disability and dated within one year prior to the final filing date must be filed with the Personnel Department

All preference verification must be received by the application filing deadline.

5. POST-OFFER MEDICAL/PHYSICAL EXAMINATION

Once an offer of employment has been made, you may be required to pass a medical and/or physical exam, including drug and alcohol testing. The cost of the examination is paid by the County. Candidates are cautioned not to quit or give notice to present employers until the medical examination has been completed and passed.

6. CHANGE OF NAME, ADDRESS, OR TELEPHONE

It is the responsibility of all applicants and eligibles to promptly advise the Personnel Department of changes in name, address, or telephone number.

7. **AN EQUAL OPPORTUNITY EMPLOYER** Kern County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

8. **IN COMPLIANCE WITH THE IMMIGRATION REFORM ACT OF 1986**, individuals offered employment with the County will be required to submit verification of citizenship or legal right to work in the United States.

9. **EFFECTIVE 1/1/90**, any person who becomes a member of the Retirement System for the first time after January 1, 1990 shall not receive or accrue retirement rights or benefits which exceed limits imposed by Internal Revenue Code Section 415, as amended. For further information or details, contact the Personnel Department or the Kern County Employees' Retirement Association.

ABOUT KERN COUNTY

Located at the southern end of the San Joaquin Valley, Kern County, California's "Golden Empire," spans more than 8,000 square miles. The area enjoys a wide range of climatic conditions and topography encompassing mountains, deserts, and valleys.

Bakersfield, the county seat is one of the fastest-growing cities in the United States. With a population of nearly 300,000 in the Greater Bakersfield area, the city couples most of the benefits of a major metropolitan community with the friendliness of a small town. Bakersfield is located 110 miles north of Los Angeles and 290 miles south of San Francisco. For those who relish a slower pace, Kern County offers the tranquility of the mountains, the rugged beauty of the desert, the awesome power of the Kern River, and the congeniality of the smaller communities.

A diversified economic base of petroleum production, agriculture, industry and government ensures continued growth and stability. Kern County residents enjoy the benefits of affordable housing and a thriving retail trade. The County is ranked among the top 100 metropolitan markets in terms of buying power.

Educational facilities in Kern County include California State University, Bakersfield, four community colleges, and numerous public, private, and parochial schools for elementary and secondary students. Extension programs through various colleges and universities are also available.

Recreational and cultural activities abound in Kern County. For those who enjoy the outdoors, camping, fishing, hunting, and hiking in the desert or mountain areas can be enjoyed throughout the year. Snow skiing, water skiing, boating, and white water rafting are just a few of the seasonal sports opportunities available. The sports enthusiast can also participate in swimming, golf, tennis, and racquetball at many public or private facilities. Concerts, sporting events and a wide variety of other activities are available at the Rabobank Arena, a state-of-the-art arena located in Bakersfield.