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Job details

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Bulletin Number	3132BR		
Type of Recruitment	Open Competitive Job Opportunity		
Department	Probation		
Position Title	INVESTIGATOR AID, PROBATION		
Additional Title	ONLINE FILING ONLY- U.S. MAIL, FAX OR IN PERSON SUBMISSION WILL NOT BE ACCEPTED		
Exam Number	F8670E		
Filing Type	Open Continuous		
Filing Start Date	03/05/2012		
Salary Type	Monthly		
Salary Minimum	3395.27		
Salary Maximum	4208.45		
Position/Program Information	<p>Performs routine and less complex investigative activities within the department's Pretrial Services Division, which includes the following programs: Bail Deviation, Own Recognizance, Early Disposition, Electronic Monitoring, Proposition 36/Drug Treatment, Drug Court, and Civil Name Change. The Investigator Aid, Probation reports to a Senior Investigator Aid, Probation.</p> <p>Commencing with a comprehensive five-week training class, the incumbent learns the structure and function of the criminal justice system, felony and misdemeanor criminal court procedures, and the role of Pretrial Services programs in relation to the criminal justice process.</p> <p>The curriculum is designed to prepare the incumbent to perform investigative activities, such as, conducting telephonic and/or in person interviews with in-custody arrestees and defendants; accessing and interpreting criminal history information obtained from various automated criminal justice data systems including AJIS, TCIS, ETRS, CWS, JCMS, JDIC (CII, FBI, DMV, SRF) CCHRS, PIMS, PRETRIAL + and APS; contact references and law enforcement personnel to verify information obtained during the assessment process; and utilize a point scale screening instrument to assist in pretrial release decisions.</p>		
Essential Job Functions	<p>Interviews arrestees by telephone and in person to obtain information on the application for release <i>from</i> custody on own recognizance release and bail deviation. Accesses and interprets criminal history information from various automated criminal history systems.</p> <p>Performs telephonic contacts with inmate references to verify information provided by the inmates. Completes risk assessment on inmates using established criteria to determine suitability for release from custody. Contacts law enforcement agencies to solicit comments regarding an inmates suitability for release from custody.</p> <p>Reviews custody records and uses telephone to search for individuals released on their own recognizance who have failed to appear at a</p>		

	<p>hearing as ordered. Compiles and interprets information from various automated information systems and custody records to determine a defendant's status, cases pending and court appearances.</p> <p>Monitors defendant's compliance with pretrial release restrictions to ensure that court orders are followed. Performs other routine investigative tasks as assigned.</p>
Requirements	<p>ONLINE FILING ONLY - U.S. MAIL, FAX OR IN PERSON SUBMISSION WILL NOT BE ACCEPTED</p> <p>MINIMUM REQUIREMENTS: Completion of 60 semester units or 90-quarter units from an accredited* college. Nine semester or 13.5 quarter units must be in one or a combination of the following specialties: criminal justice, judicial, public or business administration, behavioral or social science** or a related field.</p>
PhysicalClass	<p>PhysicalClass II - Light: Light physical effort, which may include light lifting to a 10 pound limit, and some bending, stooping or squatting.</p>
License(s) Required	<p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
Special Requirement Information	<p>Appointees will be required to work any shift including evenings, nights, weekends, and holidays.</p> <p>**Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrars' signature and/or school seal to the application at the time of filing.</p>
Accreditation Information	<p>Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>international Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of <u>Credential Evaluation Services</u> or the Association of International <u>Credential Evaluators, Inc. (AICE)</u>.</p>
Examination Content	<p>The examination will consist of two (2) parts; PART 1: A qualifying written test covering reading comprehension, checking and comparing, and English expression questions. Only those candidates scoring 70% or higher on the qualifying written test will proceed to Part II of this exam. PART II: An interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.</p> <p>Candidates must receive a passing score of 70% or higher on the interview to be placed on the eligible list.</p> <p>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p>
Special Information	<p>A thorough background investigation, including live scan and drug screening will be conducted prior to appointment.</p> <p>You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section</p>

1203.45, 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5.

However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Probation Departments' Pretrial Services Division.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation and may not reapply during this period.

No person may compete in this examination more than once every twelve (12) months.

Available Shift

Any

Application and Filing Information

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE {via electronic submission} ONLY.

Resumes cannot be accepted in lieu of applications although resumes and supporting documents may be uploaded as attachments to the online applications.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

This examination will remain open until the needs of the Department are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

INSTRUCTIONS FOR FILING ONLINE:

To apply for this exam, click on the button above or below this bulletin that reads, "Apply to job" so you can apply online and track the status of your application and get notified of your progress by mail. We must receive your application by 5:00 pm, PST, on the last day of filing.

NOTE: Candidates must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax documents to (562) 401-2885 within five (5) days of filing online, or the last day of filing, WHICHEVER COMES FIRST. Please include your name, the Exam Number, and the Exam Title on the faxed documents.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e; 000-00-000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience.

In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned.

For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours per week, description of job performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

FAILURE TO PROVIDE COMPLETE INFORMATION AT THE TIME OF APPLICATION INCLUDING NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

GENERAL EXAMINATION INFORMATION

OR

Visit <http://dhr.lacounty.gov> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Raul Mendez
Department Contact Phone (562) 658-1809
Department Contact Email raulmendez@probation.lacounty.gov

ADA Coordinator Phone (562) 940-3552

Teletype Phone (877) 988-7800

California Relay Services Phone (562) 940-2711

Job Field Legal and Justice System

Job Type Administrative Support

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