



-EMPLOYMENT OPPORTUNITY-
PUBLIC DEFENDER INVESTIGATOR

DEPARTMENT: PUBLIC DEFENSE/CLERK
SALARY RANGE: \$51,022/ANNUAL TO START
\$51,022 - \$65,124/ANNUAL FULL RANGE
OPENING DATE: NOVEMBER 9, 2009
CLOSING DATE: OPEN UNTIL FILLED; FIRST REVIEW 11/23/09 (APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire
3. Letter of Interest
4. Resume

GENERAL STATEMENT: This is specialized investigative work for the Public Defender Division of the Clerk's Office. Investigators within this classification are assigned to investigate criminal cases for Public Defenders. Incumbents are expected to facilitate the work of the Public Defender Division by applying specialized knowledge and skills and using independent judgment and initiative to plan, organize and initiate an investigation; trace information and people through a variety of methods/sources; perform field investigations; conduct interviews of a sensitive and sometimes volatile nature; seek out, identify and gather evidence; coordinate the service of or personally serve legal process; determine information needed for appropriate criminal defense; prepare detailed reports; manage a large caseload; document files; and, as necessary, testify in court. In addition, the incumbent must work well with other agencies and members of the public. Some of the interpersonal contact may involve hostile, unpredictable individuals. Travel, surveillance and undercover work may be required. Supervision usually consists of a statement of desired objectives, discussion of unusual problems and review of results obtained.

MINIMUM QUALIFICATIONS: Licensed as a Private Investigator by the State of Washington currently or able to obtain within on year of appointment. Three years of prior investigative experience or acceptable substitute comparable to defense investigative work. Computer skills and experience utilizing MS Word and Excel. MS Access experience/knowledge is preferred.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Licensed as a Private Investigator by the State of Washington currently or able to obtain within on year of appointment. Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

This position requires a security clearance. A thorough background check through law enforcement agencies and previous employers will be conducted on all applicants based on information supplied on the application and supplemental questionnaire. Kitsap County reserves the right to independently determine the applicant's prior criminal conviction record within the last ten years.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Clerk and his/her appointment may be revoked at any time with or without cause and without right to appeal.

Examiner: Carol Mackie

Kitsap County is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity diversity, age, honorably discharged veteran, veteran status, HIV status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. If you wish more information, contact Kitsap County Personnel Division.

INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. Available at the Kitsap County Personnel office
 - b. Copy the back of the application before completing it
 - c. Print out continuation sheets on our web site
 - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

KITSAP COUNTY CLASS SPECIFICATION

CLASS TITLE: PUBLIC DEFENDER INVESTIGATOR

DEPARTMENT: Clerk's Office/Public Defender Division

REPORTS TO: Public Defender Division Supervisor

GENERAL STATEMENT:

This is specialized investigative work for the Public Defender Division of the Clerk's Office. Investigators within this classification are assigned to investigate criminal cases for Public Defenders. Incumbents are expected to facilitate the work of the Public Defender Division by applying specialized knowledge and skills and using independent judgment and initiative to plan, organize and initiate an investigation; trace information and people through a variety of methods/sources; perform field investigations; conduct interviews of a sensitive and sometimes volatile nature; seek out, identify and gather evidence; coordinate the service of or personally serve legal process; determine information needed for appropriate criminal defense; prepare detailed reports; manage a large caseload; document files; and, as necessary, testify in court. In addition, the incumbent must work well with other agencies and members of the public. Some of the interpersonal contact may involve hostile, unpredictable individuals. Travel, surveillance and undercover work may be required.

Supervision usually consists of a statement of desired objectives, discussion of unusual problems and review of results obtained.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Clerk and his/her appointment may be revoked at any time with or without cause and without right to appeal.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Investigate criminal cases for Public Defenders. Review and evaluate assigned cases. Inquire into the nature of the case issues. Identify sources of information and initiate inquiries.

Utilize appropriate techniques to effectively interview clients, witnesses, victims, informants and members of the public to obtain factual information. Compile, analyze and maintain complete, detailed and accurate records of contact and information obtained relative to each individual case.

Trace information through state and local agencies.

Seek out and gather evidence.

Conduct field observations, home surveillance and door-to-door canvassing; utilize cameras, video equipment and audio equipment in surveillance and undercover work.

Develop, maintain, update and utilize records management databases and spreadsheets to track, analyze, and report information. Create, transcribe, and prepare reports, correspondence, and other documents with little or no guidance, using word processing or other software.

Occasionally travel to remote/desolate areas.

Analyze collected information to determine actual circumstances.

Work within and have an in-depth knowledge of the applicable sections of the Washington State Law; keep current on changing case law.

Coordinate with the jail to interview and serve documents to inmates.

When necessary or advisable, personally serve legal process and prepare an affidavit of service.

Coordinate and monitor legal process being served by an outside agency for assigned cases.

Make notations in case files and in Public Defense database of all actions taken to document case development and management.

Prepare written investigation reports and updates on active cases; prepare monthly status reports and yearly reports of activities.

Serve subpoenas, summonses and other required documents on witnesses and suspects as required.

Testify in court regarding investigative results as needed.

Conduct quick "in-trial" investigations upon staff attorney request.

Maintain professional ethical standards, including, but not limited to, the practice of confidentiality.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek.

Other Job Duties:

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is normally performed in an office environment and in the field conducting investigations. May be exposed to physical hazards while dealing with hostile and emotional individuals. Activities may involve unpredictable circumstances and hazards. May involve travel to remote/desolate areas. A potential for physical harm exists while working with defendants, witnesses or the public. Visual acuity is required when conducting investigations, as is the ability to communicate effectively both orally and in writing. Must have the ability to utilize a computer.

KNOWLEDGE AND ABILITIES:

Knowledge of: Law enforcement procedures, including interrogation of suspects and search warrant requirements. Current investigative practices, procedure, methods and laws. Court procedures. Case development and management. Interviewing techniques. Available state, local and community resources. Research and analysis methods. Computer software programs including Word, Excel, and PowerPoint. Business English, composition, spelling and punctuation. Legal and technical terminology related to areas of assignment. Techniques of investigation, interviewing and legal precedents guiding their use. Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.

Ability to: Read, interpret and understand laws, ordinances, rules, regulations and court procedures. Work independently. Effectively interview a wide variety of people. Maintain a professional demeanor in stressful interpersonal contacts. Establish and maintain effective working relationships. Explain complex legal proceedings to individuals. Appraise people and situations objectively. Write detailed reports in a clear, concise manner. Effectively utilize available resources. Handle a large case load. Communicate effectively both orally and in writing. Utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Work irregular hours as necessary to reach desired objectives. Pass a standard law enforcement background check. Research, analyze and evaluate records management systems, methods, procedures, and techniques. Have a strong sense of ethics.

QUALIFICATIONS:

Licensed as a Private Investigator by the State of Washington currently or able to obtain within on year of appointment.

Three years of prior investigative experience or acceptable substitute comparable to defense investigative work.

Computer skills and experience utilizing MS Word and Excel. MS Access experience/knowledge is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Licensed as a Private Investigator by the State of Washington currently or able to obtain within on year of appointment.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

This position requires a security clearance. A thorough background check through law enforcement agencies and previous employers will be conducted on all applicants based on information supplied on the application and supplemental questionnaire. Kitsap County reserves the right to independently determine the applicant's prior criminal conviction record within the last ten years.

Must be physically capable of performing the essential job functions.

This page is intentionally left blank



KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
--------------------------------	------------------------------------	------------------------------------	---	-------------------------------------	--

Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book # _____	Requisition # _____

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date

**KITSAP COUNTY PERSONNEL
SUPPLEMENTAL QUESTIONNAIRE
PUBLIC DEFENDER INVESTIGATOR – CLERK'S OFFICE/PUBLIC DEFENDER DIVISION**

NAME: _____ **DATE:** _____

INSTRUCTIONS: This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for the position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, degrees earned or courses taken, and training attended. Coincide responses with those on the County application. Attach additional sheet(s) in the same format listed if necessary to include **all** of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

May we contact you through email for all correspondence regarding this position?

YES – If yes, please provide a reliable email address: _____
 NO

1. Do you smoke? YES* NO
2. Do you have any tattoos, other than for religious reasons, that cannot be covered when wearing normal office clothing? YES* NO
3. Do you have any body piercing (with the exception of needle-size piercing of the ears), other than for religious reasons, that cannot be removed or covered when wearing normal clothing? YES* NO

****If you answered yes to questions 1-3, you will not be eligible for this position.***

4. Are you licensed as a private investigator in the State of Washington? YES NO
If you answered yes, provide a copy of your license and skip question 6.
If you answered no, answer question 5.
5. Will you be able to obtain a Washington State private investigator license during the first year of your employment? YES NO

6. Describe your experience performing investigative work. (Three years of investigative experience or acceptable substitute comparable to defense investigative work required.) *Attach additional sheet(s) in the same format listed to include **all** of your related experience.*

Current/Last employer:

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

Previous employer(s):

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

7. Please list any related education/training.

Colleges Attended	Courses Taken	Dates	Degrees

PLEASE NOTE: Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts from an accredited college or university are on file. Accreditation must be by an agency recognized by the U.S. Department of Education. Please attach a copy of your transcripts or diploma. If requesting transcripts from your educational institution, they may be sent to Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366-4676.

8. Describe your experience using Microsoft Word.

How long have you used this software: _____

What kind of training have you had on this software: _____

What types of documents have you produced using this software? _____

9. Describe your experience using Microsoft Excel.

How long have you used this software: _____

What kind of training have you had on this software: _____

What types of documents have you produced using this software? _____

10. Describe any other software with which you are familiar/trained that would be valuable in this position.

To be considered for this position you must complete and submit the following documentation:

- Application
- Supplemental Questionnaire
- Copy of Private Investigators License
- Resume
- Letter of Interest
- Transcripts (If you are using your education to meet the minimum qualifications.)

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

I certify that I have read, understand and agree to the above conditions of employment for this position. I also certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

This page is intentionally left blank



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source _____

FOR OFFICE USE ONLY

Address Book #

Requisition #