



COUNTY OF LOS ANGELES
invites applications for the position of:

INVESTIGATOR AID, PROBATION

SALARY: \$3,705.74 - \$4,599.46 Monthly
\$44,468.88 - \$55,193.52 Annually

OPENING DATE: 03/03/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



LOS ANGELES COUNTY PROBATION DEPARTMENT

EXAM NUMBER: F8670G

FIRST DAY OF FILING: MARCH 8, 2016 AT 8:00 A.M.

**FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED.
THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.**

TYPE OF RECRUITMENT:

Open Competitive Job Opportunity

CLASSIFICATION STANDARDS

Performs routine and less complex investigative activities in Pretrial Services Division, which includes the following programs: Bail Deviation, Own Recognizance, Early Disposition, Electronic Monitoring, DNA/Proposition 69, Static 99, Juvenile Sealing Drug Court, and Civil Name Change. The Investigator Aid, Probation reports to a Senior Investigator Aid, Probation or higher. Incumbents may also be assigned in the Division's Research and Development and Training Academy Units.

ESSENTIAL JOB FUNCTIONS:

- Interviews arrestees by telephone and in person to obtain information on the application for release from custody on own recognizance release and bail deviation.
- Accesses and interprets criminal history information from various automated criminal history systems.
- Performs telephonic contacts with defendant's references to verify information provided.
- Completes risk assessment on defendants using established criteria to determine suitability for release from custody.
- Contacts law enforcement agencies to solicit comments regarding an inmate's suitability for release from custody.
- Reviews custody records and uses telephone to search for individuals released on their own recognizance who have failed to appear at a 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.
- Monitors defendant's compliance with pretrial release restrictions to ensure that court orders are followed.

- Performs other routine investigative tasks as assigned.

REQUIREMENTS:**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.

PHYSICAL CLASS

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

LICENSE:

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.

SPECIAL REQUIREMENT INFORMATION

APPOINTEES WILL BE REQUIRED TO WORK ANY SHIFT INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

***In order to receive credit for any college course work, or any type of college degree, such as an Associate's degree or higher, you must indicate on the job application and attach a legible copy of the official diploma or official transcripts, or official letter from the accredited institution which shows the area of specialization and completed courses with your application at the time of filing, or during the examination process or your application may be rejected.**

ADDITIONAL INFORMATION:**EXAMINATION CONTENT**

The examination will consist of a structured interview covering training, experience, personal fitness, and general ability to perform the duties of the position, weighted 100%.

Candidates who do not achieve a passing score of 70% or higher on the structured interview will be notified by mail. **SCORES CANNOT BE GIVEN OVER THE PHONE.**

Candidates must achieve a passing score of 70% or higher on each weighted test part in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. 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.

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

SPECIAL INFORMATION**FIVE WEEK TRAINING CLASS**

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. 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 incumbent accessing and interpreting criminal history information obtained from various automated criminal justice data systems; contacting references and law enforcement personnel to verify information obtained during the assessment process; and utilizing a point scale screening instrument to assist in pretrial release decisions.

SPECIAL INFORMATION

All applicants must enter a current/updated mailing and email address at the time of filing as **NOTICES MAY BE SENT BY MAIL OR EMAIL**. Entering an invalid mailing/email address may result in the rejection of your application during the examination process. To update information, *applicants* must make changes to their profile at <https://www.governmentjobs.com/careers/lacounty>.

FINGERPRINTING AND SECURITY CLEARANCE

A thorough background investigation including, but not limited to a Live Scan will be conducted prior to appointment. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on the employment application, resume, and during the examination process is subject to verification.

Candidates who are found unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department.

AVAILABLE SHIFT

Any

APPLICATION AND FILING INFORMATION

Applications must be filed online only. Applications submitted by US Mail, Fax, or in person will not be accepted.

To apply for this examination, click on the "**Apply**" tab located on the top right corner of the screen. Your application must be submitted electronically by 5:00 p.m., PST, on the last day of filing. Visit the NEOGOV website at <https://www.governmentjobs.com/careers/lacounty>

All applicants are required to submit a standard County of Los Angeles Employment Application online (via NEOGOV electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing. If you are unable to attach the required and/or additional documents at the time of filing, you may fax them to (562) 401-2885, during the examination process or your application may be rejected. Please include your name, examination number, and examination title.

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. **This exam may close at any time without prior notice. We may reject your application at any time during the selection process.**

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. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC 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 family member or friend's user ID and password may erase a candidate's original application record and will result in an automatic rejection of your application.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the 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, date completed, and number of credit and/or certificates earned. All information and records are subject to verification. Applications may be

rejected at any stage of the selection process.

FAILURE TO PROVIDE COMPLETE INFORMATION INCLUDING THE 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.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (562) 940-2605

Department Contact Name: Probation Examinations and Recruitment Unit, Non-Sworn Section

Department Contact Number: (562) 940-2659

Department Contact Email: JOB.OPPORTUNITY@probation.lacounty.gov

Teletype Phone: (877) 988-7800

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During a Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: 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 American Universities and Colleges and International Handbook of Universities 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 Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #F8670G
INVESTIGATOR AID, PROBATION
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