

CRIMINAL INVESTIGATIVE TECHNICIAN– City of Ventura (\$54,682- \$66,467/year + comprehensive benefits). Under general supervision, Criminal Investigative Technicians are non-sworn positions which perform complex and specialized investigative liaison duties involved in the enforcement of municipal, state, and federal criminal laws in support of the Police Department’s investigative functions. Reqs AA+ 3 yr. exp. Visit www.cityofventura.ca.gov/jobs for more information and to apply online by the 9/16/18 filing deadline. EOE

TO APPLY FOR THIS POSITION, PLEASE VISIT OUR WEBSITE AT:

www.cityofventura.ca.gov/jobs

CRIMINAL INVESTIGATIVE TECHNICIAN

Police Department

(2 vacancies)

Recruitment #18-G38-001

Salary: \$54,682.99 - \$66,467.23/year

INTRODUCTION

Are you interested in a civilian law enforcement career helping to keep Ventura safe and livable? Do you have proven analytical and technical investigative experience? The City of Ventura is accepting applications for two Criminal Investigative Technician vacancies in the Police Department. To be considered for these exciting career opportunities, apply online at www.cityofventura.ca.gov/jobs **by the 9/16/2018 filing deadline!**

To learn more about the City of Ventura Police Department, visit <https://www.cityofventura.ca.gov/816/Police-Department>.

THE POSITION

Under general supervision, Criminal Investigative Technicians are non-sworn (“civilian”) positions which perform complex and specialized investigative liaison duties involved in the enforcement of municipal, state, and federal criminal laws in support of the Police Department’s investigative functions. Performs criminal investigations under the direction of sworn personnel and assists sworn detectives in the preparation of cases by completing administrative and research functions.

THE IDEAL CANDIDATE

- Is an organized individual, who is detail-oriented and able to work as a team player
- Is highly proficient in the latest criminal analysis and investigative techniques
- Possesses excellent computer, report-writing, and oral presentation skills
- Has proven interview skills
- Responds diplomatically and tactfully to people of diverse backgrounds, in adverse situations

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Investigates a variety of crimes in support of the enforcement of municipal, state, and federal criminal laws. These crimes may include but are not limited to violent and non-violent crimes as well as sex offenses and missing person’s investigations.

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Determines appropriate analytical methods and information-gathering processes that are relevant to the particular cases.

Interviews victims, witnesses and involved parties in order to understand the nature of the crime, probable causes, motives, and potential violations of criminal and civil law.

Assists investigators with datamining social media sites related to known criminal offenders, intelligence gathering, and researching social media sites of known suspects.

Prepares preservation letters to ensure the custodians of certain documents and electronically stored information preserve potentially relevant evidence.

Analyzes material returned from social media companies, video surveillance, data recovery, and electronic storage devices (i.e. cell phones, computers, etc.).

Accesses county, state, interstate, and national law enforcement records and information systems for the purpose of retrieving data.

Writes police reports to document findings, including supplemental reports, crime reports, and property reports. Prepares comprehensive reports to document findings including observations, actions taken, and conclusions.

Testifies in court and is subject to emergency call-outs as necessary. Assists with obtaining and executing search warrants. Assists with other technical analysis as needed.

Performs other related duties as required.

KNOWLEDGE & ABILITIES

Knowledge of: Federal, state, and local laws and regulations; basic principles of investigation and basic criminal investigative techniques; social media datamining; efficient customer service skills and techniques; modern office procedures, methods, and equipment including computer-related software programs; report presentation techniques; and proper use of English, spelling, and grammar.

Abilities: Analyze crimes, including evidence, criminal histories, interpersonal relationships, financial data, and other factors; evaluate probable motives, behaviors, and alternative causes and reach sound conclusions based upon research and collaboration; collect, evaluate, and interpret varied data, either in statistical, narrative, or interview form; conduct interviews and case research; interpret and apply laws, regulations, policies and procedures; prepare clear and concise reports, and other written materials; organize and maintain accurate records and files; coordinate multiple cases and meet critical deadlines; exercise sound judgement within established guidelines; communicate clearly, concisely, and effectively, orally, and in writing; use tact, discretion, and sensitivity in dealing with sensitive situations; establish and maintain effective working relationships with victims, suspects, media representatives, attorneys, Court officials, police personnel, citizen

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groups, and the public; operate computer and utilize appropriate software programs and databases.

LICENSE/CERTIFICATES

License: Possession of a valid California Class C driver's license and acceptable driving record are required.

MINIMUM QUALIFICATIONS

A combination of education, training, and experience equivalent to two years of college coursework in in criminal justice, political science, or closely related field; and three years of varied analytical and technical experience in investigative work or the law enforcement field.

BENEFITS

To view benefits, please visit our website at <https://www.cityofventura.ca.gov/971/Benefits>

SELECTION PLAN

Submit a City application and supplemental questionnaire by the filing deadline. The preferred method of application is online and you are highly encouraged to apply at www.cityofventura.ca.gov/jobs. If you are unable to apply electronically, you may request paper application materials by calling (805) 654-7853 during regular business hours. Paper applications can be FAXed to (805) 648-4467, or mailed, or hand delivered to City Hall at: 501 Poli Street, Room 210; Ventura, CA 93002. If you FAX, it is highly recommended that you also send the original documents. The Eligibility List established may be used to fill other regular and temporary vacancies at the discretion of the City.

Once your application has been submitted, all future correspondence from the City will be via e-mail. Please keep your contact information up-to-date and ensure that your email spam filter allows you to receive messages from recruitment@cityofventura.ca.gov. You may also view notices send to you by the City in the "My Applications" tab at www.cityofventura.ca.gov/jobs.

Department Selection Interview

A select number of candidates will be invited to a department selection interview being held in October 2018, date to be determined.