



*Connecting the Community to the Courthouse*

**DISTRICT ATTORNEY'S OFFICE**

# CHIEF DISTRICT ATTORNEY INVESTIGATOR

COUNTY OF MARIN / SAN RAFAEL, CALIFORNIA

**ANNUAL SALARY: \$155,792–\$186,222 DOE/DOQ**

**T**HE COUNTY OF MARIN SEEKS AN EXPERIENCED CHIEF DISTRICT ATTORNEY INVESTIGATOR to uphold the highest standards of justice in the District Attorney's Office. The ideal candidate has an extensive background working with/in law enforcement, with experience managing a department of 20+. They will have direct oversight of a 20-person staff and a grant award budget of approximately \$250k. While this position will primarily oversee and manage the investigative work of others, they will personally conduct the most complex, sensitive, and intensive felony investigations. This role will serve as a key liaison with law enforcement and community agencies while also ensuring that staff conduct successful investigations. As such, the Chief Investigator will possess knowledge of the principles and processes of law enforcement: including firearms, forensics, digital discovery, techniques of interview and interrogation, report preparation, evidence analysis, human resources, budget management, and press and media. The Chief Investigator will approach all investigations with an eye toward diversity, equity, and inclusion—emphasizing the equal treatment and protection of all. *Join us in beautiful Marin County, where you'll have the opportunity to make a real difference in the pursuit of justice—apply today!*

# THE COMMUNITY

**MARIN COUNTY, CALIFORNIA, IS A COASTAL REGION** just across the Golden Gate Bridge from San Francisco and adjacent to the picturesque vineyards of Napa and Sonoma Counties. Marin County is a highly desirable place to live with easy city access, beautiful beaches, award-winning schools, and family-friendly recreation activities. The area is home to a community of 260k engaged and culturally diverse residents. The County includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon. Outdoor enthusiasts can explore the County's 34 protected natural reserves and access to well-maintained picnic areas, playgrounds, athletic fields, dog parks, and walking trails. The County is also home to 10 popular farmer's markets, with plenty of access to fresh and organic local produce and goods. Marin County is a very special place, and residents can explore a range of fun and engaging cultural activities for their education and enjoyment.



# THE COUNTY

**MARIN COUNTY IS A GENERAL LAW COUNTY.** The County is governed by five members of the Board of Supervisors, each of whom represents one of the five voting districts in the County. The County employs approximately 2,200 employees in its 22 departments. This diverse organization strives to uphold a set of core values: respect, integrity, diversity, excellence, innovation, and collaboration.

# THE DISTRICT ATTORNEY'S OFFICE

**THE MARIN COUNTY DISTRICT ATTORNEY'S OFFICE** employs 95 full-time employees in the following six divisions—Criminal Prosecution, Civil Prosecution, Victim Services, Administration, Legal Support Services, and Investigations. Both the Criminal and Victim Services Divisions are overseen by Chief Deputy District Attorneys, who report to the District Attorney. Also reporting to the District Attorney are the Chief District Attorney Investigator and Chief of Finance and Administration, the Managing Attorney in the Civil Division, and the Legal Support Supervisor.

## **MISSION: PREVENTION, PROSECUTION, PROTECTION**

The Marin County District Attorney's Office's primary mission is promoting safety through **innovative** and **collaborative** approaches to crime prevention and prosecution while maintaining our commitment to victims' rights, offender rehabilitation, consumer protection, and public engagement.



## THE JOB

**THE CHIEF INVESTIGATOR WILL OVERSEE 20 DIRECT REPORTS**—and a grant award budget of approximately \$250k. They will have investigative case management oversight—including the assignment of cases to investigative officers, the mentorship of staff, and liaison with law enforcement agencies. The Chief Investigator manages the Criminal Investigation Division of the District Attorney's Office; the Northern California Computer Crimes Taskforce; and District Attorney Investigators assigned to the Consumer Protection and Insurance Fraud units. They also oversee the security of the DA's office and staff and implement County office safety protocols, such as PPE distribution. They will monitor the search warrant on-call phone and refer calls to DA leadership when appropriate. The role also involves conducting complex felony investigations, preparing reports, and testifying in court when required. They will encourage Officers to conduct thorough investigations as they serve justice, protect the safety and wellbeing of County citizens, and build the vital bond of trust between the law enforcement community and the people they serve.



# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE IS A DRIVEN AND DECISIVE LEADER** with the ability to inspire others toward excellence. They will encourage the dedicated pursuit of justice as staff reports carry out thorough investigation of crimes and strictly observe the Brady Doctrine in the collection and handling of exculpatory evidence. A foundational understanding of digital forensics and data extraction will be helpful in the process of handling cases. The Chief Investigator will relay case details to the District Attorney, investigating Officers, and Prosecutors as needed. While this position is an administrative role, the successful candidate will also have exceptional interpersonal and people management skills. The ideal Chief Investigator has prior experience working with justice partners and participating in Peace Officer Standards and Training (P.O.S.T.). They are comfortable resolving conflict and handling sensitive issues with diplomacy. They also have previous experience working with diverse populations, with a proven history of treating all people with respect and empathy.



## ***The ideal candidate will also have a strong understanding of...***

- ▶ Laws of arrest, search, and seizure.
- ▶ Identification, collection, and processing of various types of evidence.
- ▶ Interrogation and interview techniques.
- ▶ Consumer fraud, embezzlement, larceny investigation, and prosecution.
- ▶ Rules of evidence storage and consistent record-keeping.
- ▶ Firearm safety and handling.
- ▶ Courtroom procedure and the proper administration of justice.

# MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**LAW ENFORCEMENT EXPERIENCE:** Eight years of recent paid experience as a law enforcement officer with a city, county, state, or federal agency.

**INVESTIGATIVE EXPERIENCE:** At least five years of experience performing criminal investigations.

**P.O.S.T. CERTIFICATION:** Candidates must possess a Peace Officer Standards and Training (P.O.S.T.) Advanced Certificate or commit to the procurement of a P.O.S.T. Management Certificate within 24 months of appointment.

**DRIVER'S LICENSE:** Candidates must possess a valid California Class C Driver's License and meet automobile insurability requirements of the County, including review of recent DMV history.

## HIGHLY DESIRED

**Supervisory Experience:** Managing a department of 20+ officers including experience hiring, disciplining, mentoring, and evaluating staff.

## SPECIAL REQUIREMENTS

Candidates must not have been convicted of any crime for which the punishment could have been imprisonment in a federal penitentiary or state prison or any crimes which would prohibit employment in this position under State law. Shall be subject to a thorough background investigation. **Position required to be on-call at all hours to respond to Marin Law Enforcement requests for mutual aid and assistance.**

## SPECIAL PROJECTS

**HUMAN TRAFFICKING COALITION.** Raising awareness, working together to identify resources that support survivors of human trafficking, and helping to hold offenders accountable.

**CENTER FOR DOMESTIC PEACE.** Mobilizing individuals and communities to transform our world so domestic violence no longer exists, creating greater safety, justice, and equality. The Center provides transformational services and programs that protect and enhance victim safety and ultimately engage our community in permanent change.

**COMMUNITY VIOLENCE SOLUTIONS.** Working in partnership with the community to end sexual assault and family violence through prevention, crisis services, and treatment.

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**HATE CRIME INVESTIGATION.** Assigning and overseeing hate crime investigations, ensuring that Marin County is a safe and welcoming place for all.

**SUICIDE PREVENTION COLLABORATIVE.** Marin County Behavioral Health and Recovery Services (BHRS) convened a committee of professionals and community members. Together, they developed a comprehensive set of strategies, objectives, and activities that promote residents' wellness and seek to reduce deaths by suicide and suicide attempts countywide.

**MARIN COUNTY GUN SAFETY COLLABORATIVE.** As a member of this collaborative the focus is on encouraging and promoting responsible gun ownership, gun dealer responsibility, and the enforcement of firearm prohibitions. The Chief Investigator also takes the lead in coordinating Marin Gun Buy Back Programs.

# SALARY + BENEFITS

An annual salary of **\$155,792–\$186,222 DOQ/DOE**, plus a generous benefits package which includes:

**RETIREMENT.** The County pays the employer contribution to Marin County Employees' Retirement Association (MCERA), a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. The County does not participate in Social Security except for a mandatory Medicare contribution.

**HOLIDAYS.** 11 paid holidays annually.

**INSURANCE.** The County of Marin offers a robust benefits package that includes an allowance that can be used to purchase health benefits including medical, dental, and vision as well as life and long-term disability insurance.

**LEAVE ALLOWANCES.** Generous leave package including management, personal, and sick leave benefits.

**EMPLOYEE WELLNESS PROGRAM.** Employee-dedicated fitness room and health and wellness deals and discounts from local businesses.

**IRS 457 PLAN.** The County offers a choice of pre-tax or post-tax (Roth) employee contribution up to the IRS annual maximum.

**TRANSPORTATION BENEFITS.** Up to \$260 per month of pre-tax dollars to purchase transit passes.



## HOW TO APPLY

For first consideration, **apply ASAP** at:

WBCP JOB BOARD



### SECURE THE DATES.

Interviews will take place in **late November** and **early December** as qualified candidates are identified.

Please contact Dianne Ooms, Principal HR Analyst, with any questions about the application process: **415.473.3045**  
[dooms@marincounty.org](mailto:dooms@marincounty.org)

Please contact Rosemary Slote, Chief Deputy District Attorney, with any questions about the position: **415.473.6450**  
[rslote@marincounty.org](mailto:rslote@marincounty.org)

*The County of Marin strives for diversity and an inclusive work environment. We are an Equal Opportunity Employer. Minorities, women, and individuals with disabilities are strongly encouraged to apply.*