Department of Motor Vehicles

JOB ANNOUNCEMENT POSTING

JC-17057 - INVESTIGATOR

Final Filing Date:Until Filled

**Equal Opportunity Employer**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

**Position Details**

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| Job Control #: | JC-17057 |
| Position #(s): | 525-326-8610-XXX |
| Classification: | INVESTIGATOR<br>$4,019.00 - $6,508.00 |
| # of Positions: | Multiple |
| Work Location: | Santa Clara County |
| Job Type: | Permanent, Full Time |

**Department Information**

The Department of Motor Vehicles (DMV) is a recognized leader in public service and has existed for over 100 years. The DMV is responsible for registering approximately 33 million vehicles in California and licensing 23 million drivers, collecting over $6.5 billion in annual revenue. The DMV also maintains and oversees many other functions. The DMV provides quality licensing and motor vehicle-related services in its field offices located throughout California and online at www.dmv.ca.gov.

**Job Description and Duties**

This is a Peace Officer position subject to P.O.S.T requirements. Conduct routine investigations. Provide direct investigative witness/advisory assistance to law enforcement/allied agencies/DMV legal staff. Effects/assists in arrests of criminal suspects. Issue misdemeanor/registration violation citations. Assist in search warrants. Other duties as required. CRITICAL SKILLS: Knowledge of law enforcement principles, program knowledge, investigative ability, written/verbal communication.

If you are interested in this position, you must submit to the address indicated below, a completed: Standard State Application (STD 678), and The Pre-Employment Behavioral Standards Letter.

If using education as means for meeting the minimum qualifications of the classification, you must submit a copy of your college degree or transcripts as your minimum qualifications must be verified prior to consideration for interview. You will not be considered for this position if you fail to submit all documents.

Applicants must pass a background investigation and psychological and medical examinations in accordance with any state hiring restriction prior to hire.

Fingerprint/Criminal Record Clearance required before hire. Selected candidate will be required to participate in the DMV Pull Notice Program. This is a sensitive position and may be subject to substance testing. "This position(s) may be subject to allocation approval by the Human Resource Branch." A training & development assignment will be considered. Salary Range shown is the minimum and maximum for a full time appointment. Salaries for part-time and/or intermittent appointments may vary. "SROA/Surplus candidates are encouraged to apply.

To be considered for this job vacancy, applicants **must** indicate the Job Control (JC) number and position number in the **"Examination(s) or Job Titles For Which You Are Applying"** box of the Standard State Application (STD. 678). Failure to provide both items may result in elimination from the recruitment process.

For information on this position, please call the contact person listed below.

**Special Requirements**

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- The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of

any governmental records.

- The position(s) requires incumbents pass a Medical Evaluation. You will be required to submit to a Medical Evaluation and receive clearance prior to being hired.
- The position(s) requires incumbents pass a Psychological Evaluation. You will be required to submit to a Psychological Evaluation and receive clearance prior to being hired.

**Application Instructions**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: Until Filled

**Who May Apply**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s). Applications will be screened and only the most qualified applicants will be selected for an interview.

**How To Apply**

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

**Address for Mailing Application Packages**

You may mail your application and any applicable or required documents to:

Department of Motor Vehicles
Attn: Diane Cahill, JC-17057
DMV - INV - Milpitas
2120 Broadway, MS N223
Sacramento CA, 95818

**Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education

relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Other - The Pre-Employment Behavioral Standards Letter as indicated by the job posting.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

**Contact Information**

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**
  Diane Cahill
  (916) 657-8306

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

  **EEO Contact:**
  EEO Office
  (916) 657-7553
  dmvosscerts@dmv.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**PLEASE NOTE:**

**The department is NOT accepting on-line submissions of applications.**