



STATE OF COLORADO
invites applications for the position of:

Criminal Investigator II - Special Prosecutions

This position is open only to Colorado state residents.

CLASS TITLE: CRIMINAL INVESTIGATOR II

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1300 Broadway, Denver, CO 80203

SALARY: \$8,170.00 - \$9,100.00 Monthly

OPENING DATE: 03/31/23

CLOSING DATE: 04/12/23 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

The DOL is currently offering a sign-on bonus for new criminal investigator hires of \$2,000.

Sign-On bonuses will be paid based on the following timeline:

\$1000.00 – Time of hire

\$1000.00 – Time of certification (typically 12 months after hire)



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INNOVATIVE ■ BETTER TOGETHER

COLORADO DEPARTMENT OF LAW

The Criminal Justice Section is seeking an experienced criminal investigator to join the Special Prosecutions Unit. We are looking for a motivated professional who is ready to take their career to the next level. In the Special Prosecutions Unit, you will be part of a team dedicated to protecting the people of Colorado with integrity and care. In this role, you will have the opportunity to investigate a wide variety of multi-jurisdictional, complex crimes, including violations of the Colorado Organized Crime Control Act (COCCA), as well as large scale auto theft matters and homicides. Additionally, this position will investigate matters involving corruption related offenses, election crimes, human trafficking, identity theft, and state tax fraud. You will get to work with the Statewide Grand Jury, as well as with other local, state, and federal law enforcement partners. You will be a teacher, a coach, and a leader. You will enjoy a positive work-life balance and will have a valuable impact on the community we all serve!

WHO WE ARE

The Office of the Attorney General/Department of Law is the "People's Lawyer". The Attorney General, Phil Weiser, was elected by the people of Colorado and is the State's chief lawyer and law enforcement official. Our vision for the Department of Law is: "Together, we serve Colorado and its people, advancing the rule of law, protecting our democracy and promoting justice for all." Our core values and commitment to diversity, equity, and inclusion, drive our actions and

demonstrate our focus on being principled public servants who are innovative and better together.

Visit our website to learn more: <https://coag.gov/>.

DESCRIPTION OF JOB:

This position is open only to Colorado state residents.

WHAT YOU WILL DO

The Special Prosecutions Unit conducts criminal investigations and prosecutes a variety of criminal offenses such as auto theft, corruption related offenses, election crimes, environmental crimes, homicides, human trafficking, identity theft, narcotics trafficking, and state tax fraud, as well as violations of the Colorado Organized Crime Control Act (COCCA). This unit also works with federal and international authorities to investigate violent crimes, and apprehended fugitives, detainees, and victims/witnesses needed for trial. This unit receives multiple referrals and evaluates them to determine if they warrant further investigation and criminal prosecution in state court. Often, the unit acts as the lead investigative agency gathering information from partnering law enforcement and regulatory agencies. This unit also receives completed or ongoing investigations from other law enforcement agencies for subsequent prosecution. This unit provides training and technical assistance to law enforcement agencies within the State of Colorado and, as requested, the Special Prosecutions staff will provide advanced training at a national level on certain topics.

Investigations include interviews of suspects, witnesses, and victims, conducts surveillance, searches for evidence of criminal acts, writes comprehensive reports of findings and actions, and effects physical arrests. Additionally, this position writes affidavits, warrants, case filings, and subpoenas, as well as provides testimony and often serves as the advisory witness in State Grand Jury matters and court hearings/trials.

This position will also be responsible for providing investigative and logistical assistance to federal, state and local agencies; assist the State Grand Jury with its function(s) and responsibilities; provide a specialized level of expertise to other law enforcement and regulatory professionals; provide instructional services, technical advice, and training to other governmental and/or professional audiences. This position will assist other parts of the Special Prosecutions Unit and Criminal Justice Section as needed.

This recruitment may also be used to fill other Criminal Investigator positions at the Department of Law.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

WHAT WE ARE LOOKING FOR

Minimum Qualifications: Please document all relevant experience in detail on your application. Experience will not be inferred or assumed. Any part-time experience listed will be prorated.

- Bachelor's degree from an accredited institution in a field of study directly related to the work assignment; AND
- Two years as a fulltime sworn detective or sworn criminal investigator at the felony level for a government law enforcement agency as the main function of your job.
 - Experience must include filing felony level criminal cases in a criminal court as the lead investigator.

Experience must be as a sworn detective or sworn criminal investigator as the main function of the job. Experience such as patrol work or other experience that only include investigations as an ancillary component of the job will not meet the minimum

qualifications.

Note: Candidates possessing a foreign degree must submit a translation (evaluation) of their degree from an accredited institution, such as The National Association of Credential Evaluations Services in order to be given credit for the degree.

Substitutions

- Investigative experience as a sworn detective or sworn criminal investigator at the felony level for a government law enforcement agency may substitute for the degree requirement on a year-for-year basis.

Required Competencies: The following knowledge, skills, and abilities are required for this position and will be considered during the selection process, including examination and/ or interview:

- Demonstrated organizational skills, including the ability to multi-task, prioritize tasks, and meet deadlines;
- Demonstrated work experience managing or leading large-scale or complex investigations;
- Strong oral and written communication skills, including the ability to communicate concisely and effectively;
- Customer service and interpersonal skills, including the ability to work on a team;
- Strong critical thinking and analytical skills.

Preferred Qualifications: In addition to the minimum qualifications, if you possess any of the following specifically include the details on your application, as this information will be used to assess your qualifications and may be used to determine a top group of applicants.

- Acted as the lead investigator on a minimum of 50 felony level cases;
- Investigative experience in complex investigations that could include, but is not limited to, violations of the Colorado Organized Crime Control Act (COCCA), fraud investigations, homicides, or human trafficking;
- Certified Fraud Examiner credentials from the Association of Certified Fraud Examiners;
- Undergraduate or graduate schoolwork in accounting, finance, or criminology (please include a copy of your transcript);
- Previous experience training law enforcement personnel;
- Ability to interpret and translate Spanish.

Conditions of Employment:

- Applicants must pass a thorough background investigation prior to appointment.
- Candidates must be Colorado P.O.S.T. certified at the time of application. In accordance with C.R.S. §24-31-303 (5)(a) and (b), applicants must be Colorado P.O.S.T. certified, including the requirement of completing a physical and psychological evaluation (if it has been more than three years since a physical and psychological evaluation has been conducted).
Following a conditional job offer, but prior to appointment, a candidate not meeting the requirement of C.R.S. §24-31-303(5)(b) will be subject to a physical and psychological evaluation to determine fitness to serve as a peace officer. Must be proficient with a handgun. Must be available, sometimes on short notice, to travel within and outside the State of Colorado. Must be available to work nights and/or weekends when necessary to conduct fast-paced investigations, execute search warrants, or prepare for trial. Applicants must pass a thorough criminal and personal background check, including a review of the personnel file from prior employment.
- This position will be a hybrid work arrangement, working both remotely and in office. Hybrid working arrangements for the Special Prosecutions Unit requires that the successful candidate works the majority of the week in the office.
- Position may be required to work outside of regular business hours, including possible early mornings, evenings, weekend, and overnight assignments. Position must have a valid CO driver's license.

HOW TO APPLY

Required Application Materials: A completed State of Colorado Application: Applicants are responsible for ensuring that the application provided is fully completed and clearly describes their education, training and experience as it relates to this position. Applications left blank or marked "See Resume" will not be considered.

Veteran's Preference: In order to be considered for veteran's preference you must attach a copy of your DD214 forms as well as any documentation required to prove disability or marital status.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications for this position. If your application does not demonstrate that you meet the minimum requirements, you will be notified that you will not proceed in the selection process for this position. If your application is rejected and you have questions, you may contact Daisy Zepeda at 720-508-6510 or daisy.zepeda@coag.gov.

Assessment Information:

Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Upon meeting the minimum qualifications, the next phase of the process is typically a structured application/resume review by a panel of subject matter experts against the job duties and/or preferred qualifications in this job announcement to determine technical competence, depth and breadth of experience and potential job fit.

- Technical Competence – Technical experience as it relates to the duties outlined in this job announcement.
- Depth and Breadth of Experience – Experience that covers multiple areas outlined in this job announcement and demonstrates the level of responsibility assigned.
- Job Fit – Experience will be evaluated to determine how well experience aligns with and meets the business needs of this position. Current experience is preferred.

It is imperative that the "Work Experience" section of your application is complete and specifically addresses your qualifications, experience, work product, and accomplishments as they relate to the Description of the Job, Minimum Qualifications, and Preferred Qualifications as listed above. Failure to include adequate information or follow instructions by the closing date may result in your application not being accepted and/or may affect your inclusion in the final pool of eligible applicants as the materials may be used to identify a top group for additional assessment or establish an eligible list for referral to the hiring manager for final consideration.

Appeal Rights: If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email, US Mail, faxed or hand delivered within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board go to spb.colorado.gov or refer to 4 Colorado Code of Regulations (CCR) 801-1, *State Personnel Board Rules and Personnel Director's Administrative Procedures*, Chapter 8, *Resolution of Appeals and Disputes*, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

WHY WORK FOR US

We Embrace Flexibility

We aim to produce outstanding work product for all of our customers

We Are Committed to Diversity

At the Department of Law, we know that we are better together when our differences are valued and everyone is inspired and empowered to contribute. As such, we strive to provide a safe environment where individuals feel valued and respected for who they are; demonstrate a behavior and mindset where differences are welcomed and individuals are equally treated and empowered to do their best work; and promote growth and innovation through a diverse workforce that contributes to creative problem solving and delivers excellent work.

We Have Strong Core Values

Our core values drive our actions. At the Department of Law, we are: 1) principled, maintaining the highest ethical standards, rigorous legal analysis, and careful evaluation of facts; 2) public servants, who are always ensuring our work is not about us, but instead is about the people of Colorado; 3) innovative, by seeking to identify the best approach, make deliberate decisions, and look to improve; and 4) "better together," by working to support each other and collaborate.

We are Committed to Developing our Employees

We are deeply invested in our talent and regularly provide meaningful opportunities for personal and professional growth through training and coaching. Further, our professional development and performance goal setting process is collaborative and ongoing, and aimed at helping our employees grow and succeed.

We Offer Excellent Benefits

In addition to the comprehensive [State of Colorado benefits package](#) including competitive medical and dental health plans, employer-paid life insurance, paid holidays, retirement plans with [Colorado PERA](#), and vacation and sick leave earned each month, there are many other unique benefits that we offer, including:

- [Medical](#) and [dental](#) health plans
- Employer-paid life insurance
- Paid vacation and sick leave earned each month
- 10 paid holidays per year
- [Public Service Loan Forgiveness](#) – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- Free access to an on-site fitness center
- Strong, flexible [retirement benefits](#) including 401K and 457 plans
- Distinctive career advancement opportunities throughout the State personnel system
- Excellent work-life programs, such as flexible work schedules, professional development opportunities, and an employee discount program

To learn more about our benefits visit: <https://www.colorado.gov/dhr/benefits>.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Department of Law is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Julie Christopher, at Julie.Christopher@coag.gov or call 720-508-6511 .

If you have any questions regarding this position, please contact HR Specialist Daisy Zepeda at daisy.zepeda@coag.gov

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a

complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Daisy Zepeda: daisy.zepeda@coag.gov

DEPARTMENT CONTACT INFORMATION:

Daisy Zepeda: daisy.zepeda@coag.gov

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

DEPARTMENT WEBSITE:

<https://coag.gov/>

Position #LAA-00615-4/2023
CRIMINAL INVESTIGATOR II - SPECIAL PROSECUTIONS
DZ

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Criminal Investigator II - Special Prosecutions Supplemental Questionnaire

- * 1. A writing sample is required along with the completed employment application. Your writing sample should be an affidavit for a court order for the production of records, affidavit for a search warrant, or affidavit for an arrest warrant. You **MUST** be the author of the writing sample submitted. A writing sample from an actual case filing is preferred. These documents can be submitted using the "Attach" feature. Please confirm that you have submitted all required documents. Failure to attach this required document will result in your application not being considered.
 Yes No

- * 2. A condition of employment for this position is that candidates must be Colorado P.O.S.T. certified at the time of application. Please include your PID.

- * 3. The minimum qualifications for this position require that qualified applicants possess a minimum of two years of fulltime sworn detective or sworn criminal investigator experience at the felony level for a government law enforcement agency. How many years have you been assigned as a fulltime sworn detective or sworn criminal investigator for a government law enforcement agency? Please provide the dates and name of the agency where you gained the experience. This information must be specific and will not be inferred.

- * 4. Please describe your interest in joining the Colorado Attorney General's Office, Special Prosecutions Unit and how your professional experience has prepared you for this position.

- * 5. Are you a Certified Fraud Examiner?
 Yes No

- * 6. Are you able to interpret and translate Spanish?

Yes No

* 7. Please describe your experience in providing training to law enforcement personnel. Please include a list of subject areas you have taught in your response.

* Required Question