



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:** \$6,600.00 - \$7,700.00 Monthly

**OPENING DATE:** 02/03/21

**CLOSING DATE:** 02/15/21 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**

*This position is open only to Colorado state residents.*

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 his or her 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. You will have the opportunity to investigate a wide variety of multi-jurisdictional, complex crimes. 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. Your work will have a valuable impact on the community we all serve.

The Office of the Attorney General/Department of Law is committed to serving as 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 purpose is:

**"Together, we serve Colorado and its people, advancing the rule of law, protecting our democracy and promoting justice for all."**

Our core values drive our actions and demonstrate that we are:

- Principled** – maintain highest ethical standards, rigorous legal analysis, careful evaluation of facts
- Public Servants** – ensure our work is not about us, it's about the people of Colorado
- Innovative** – identify the best approach, make deliberate decisions, always look to improve

**Better Together** – support each other, partner with others

The Attorney General has primary authority for enforcement of consumer protection and antitrust laws, prosecution of criminal appeals and some complex white-collar crimes, the Statewide Grand Jury, training and certification of peace officers, and most natural resource and environmental matters. The Attorney General serves as counsel to all state officials, departments, boards and commissions. Visit our website to learn more: <https://coag.gov/>.

In addition to the challenging and impactful work being done at the Office of the Attorney General, there are many other benefits to joining our team:

- Medical and dental health plans
- Employer-paid life insurance
- Paid vacation and sick leave earned each month
- 10 paid holidays per year
- 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 Office of the Attorney General/Department of Law is an equal opportunity employer and understands that a diverse work force adds quality and perspective to the services we provide to the public. We encourage candidates with diverse qualities, backgrounds, and abilities to apply.

**DESCRIPTION OF JOB:**

The Special Prosecutions Unit conducts criminal investigations and prosecutes diverse 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 not limited to numerous local, state, and federal agencies within the State of Colorado. 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.

This Criminal Investigator position investigates alleged violations of Colorado law. This position will conduct criminal investigations that include independent verification of allegations through interviews and gathering evidence. This position will also be responsible for providing 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; serve as a liaison between and amongst federal, state and local law enforcement entities on matters that impact or effect the State of Colorado, including, when requested, coordinating with the U.S. Department of Justice, Office of International Affairs in the investigation and apprehension of fugitives charged with serious crimes who have fled the country to avoid prosecution in the State of Colorado.

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

**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 of investigative experience as a sworn detective or sworn criminal investigator at the felony level for a government law enforcement agency.
  - Experience must include filing felony level criminal cases in a criminal court as the lead investigator.

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

*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.*

**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 work experience managing or leading large-scale or complex investigations;
- Demonstrated organizational skills, including the ability to multi-task, prioritize tasks, and meet deadlines;
- 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, the preferred applicant will also demonstrate and clearly describe the following skills and experience:

- Acted as the lead investigator on a minimum of 50 felony level cases;
- Presented a minimum of 10 felony level cases to be filed in a criminal court;
- Investigative experience in complex investigations that could include, but is not limited to, violations of the Colorado Organized Crime Control Act (COCCA), election crimes, fraud investigations, or forgery, homicides, human trafficking, identity theft, narcotics trafficking, theft/embezzlement;
- 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;

**If you possess any of the preferred qualifications outlined above you must clearly demonstrate this experience in your job application and/or cover letter. Experience will not be inferred or assumed.**

**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.

**Important Information:**

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. Only your State of Colorado job application will be reviewed during the initial screening to ensure you meet the minimum qualifications. If you attach a resume and cover letter, those materials will be reviewed in later stages of the selection process. Applications left blank or marked "See Resume" will not be considered.

As part of your application, applicants are encouraged to attach a copy of an arrest warrant application that you have authored. This will be used as part of the application review process.

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 not proceed in the selection process for this position. You will be notified of the results of the application review. If your application is rejected and you have questions, you may contact Daisy Zepeda at 720-508-6510 or [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov). You must contact her office within two days of the date you receive the application rejection notice.

**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. Resumes and "see resume" statements will not be accepted in lieu of the "Work Experience" section of the application. Upload additional pages if necessary to fully explain your experience and accomplishments. 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 the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. If you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. A standard appeal form is available at [www.colorado.gov/spb](http://www.colorado.gov/spb). Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor Denver, CO 80203, Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all

charges of discrimination.

## SUPPLEMENTAL INFORMATION:

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](mailto:Julie.Christopher@coag.gov) or call 720-508-6511 .

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. 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 above.

### IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

CO Department of Law Attn: Daisy Zepeda 1300 Broadway, Denver, CO 80203

### DEPARTMENT CONTACT INFORMATION:

Daisy Zepeda: [daisy.zepeda@coag.gov](mailto: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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #LAA-00127-2/2021  
CRIMINAL INVESTIGATOR II (SPECIAL PROSECUTIONS)  
DZ

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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## Criminal Investigator II (Special Prosecutions) Supplemental Questionnaire

- \* 1. DOL 1: 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.

- \* 2. DOL 2: Please describe how you meet the following minimum qualification: Two years of investigative experience as a sworn detective or sworn criminal investigator at the felony level for a government law enforcement agency. In your response, include the type of investigations you conducted and place of employment where you gained the experience. This experience must be listed in your job application.
  
- \* 3. DOL 3: The minimum qualifications for this position require qualified candidates to have filed felony level criminal cases as a lead investigator. How many cases have you filed as a lead investigator that resulted in a criminal filing? How many felony level cases have you presented to be filed in a criminal court?
  
- \* 4. DOL 4: Describe your experience providing training to law enforcement personnel. Please include a list of subject areas you have taught in your response.

\* Required Question