



Investigator – Peace Officer Van Nuys District Office

We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff. What are you waiting for? Apply today!

Salary

\$4,412 - \$7,103

Final Filing Date

May 22, 2017

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-411-8610-913

Questions About the Job

careers@calottery.com

(916) 822-8230

Position Location

Security/Law Enforcement Division
Van Nuys District Office
16525 Sherman Way, Suite C-10
Van Nuys, CA 91406

Reference the above position number in the “Job Title” section of the State application, STD. 678

Send Application To

California State Lottery
Human Resources Division (411)
P.O. Box 2630
Sacramento, CA 95812-2630

Statement of Qualifications

In order to be considered for the Investigator position, you must complete and submit the attached Supplemental Questionnaire with your State application, STD. 678.

Duties

Under the direction of the Supervising Lottery Agent, the Investigator’s responsibilities include:

- Independently conduct complex and sensitive criminal, civil and administrative investigations and collect information for the Lottery
- Investigate complaints and allegations of administrative misconduct of retailers, claimants, distributors, suppliers and contractors to the Lottery
- Conduct retailer on-site compliance checks
- Interview suspects and witnesses, work with informants, make arrests and testify in state and federal court as required
- Provide physical building access for Lottery district offices and other security related to Lottery operations
- Assist with internal and new employee background investigations
- Fingerprint new Lottery retailers, contractors and employees

Desirable Qualifications

Competitive applicants applying for this position will have:

- Proficiency in computer systems and software
- In-depth knowledge of investigative procedures and techniques and have an aptitude for evaluating information (including computer data)
- Experience with conducting interviews and/or interrogations of suspects, witnesses and victims, and properly documenting investigations in writing (reports)
- Experience in conducting investigations of robberies, burglaries, possession of stolen property crimes, stolen/forged checks, altered/forged documents, and similar Part-2 property crimes
- A valid POST academy certification or a POST Basic Certificate
- Ability to work overtime and travel at any time (including out-of-state, overnight, and national)

Who Should Apply

Applicants must be state employees who are currently in the Investigator classification, have transfer eligibility, or on a current eligible list for appointment to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to the provisions of SROA/Surplus.

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.

Lottery Investigator
Supplemental Questionnaire

The responses to this supplemental questionnaire (SQ) will be used with the State Application (STD 678) to identify the most qualified applicants that will be invited to participate in the interview phase of the hiring process. All applicants must complete all of the questions. Responses such as "See Resume" will not be considered. The SQ should be single-spaced, use 12 point Arial font and there is no limit to the number of pages in the response. By submitting this SQ, you are certifying that you have read and understand the above instructions and that all information provided in the SQ is true to the best of your knowledge.

1. Describe the education, training and experience which specifically qualifies you for the position of State Investigator for the California State Lottery. Please provide the employer name(s), dates of employment, and the name(s) and phone number(s) of the supervisor(s) where you obtained your work experience.
2. Describe your experience writing reports (e.g., crime reports, arrest reports, reports to courts, department heads, attorneys, law enforcement or other outside agencies) and the frequency with which you performed this task (number of reports completed daily or weekly).
3. Describe a complex case that you participated in investigating within the last five years. Explain the case, your role, the actions you took, and the outcome.
4. Describe your experience interrogating suspects and/or interviewing victims and witnesses within the last five years. Outline the specific techniques and strategies used; the frequency with which you performed this task; and the steps you took to complete the interrogation from the planning stage to the conclusion of the interview.
5. Identify the specific competencies that are necessary to maintain positive and effective working relationships. Include at least one example of how you have used these competencies during the course of your work.
6. Describe your experience submitting criminal investigations to a district attorney or city attorney for criminal prosecution.
7. Describe your experience with preparing affidavits for search warrants, obtaining search warrants, preparing operational plans, serving search warrants, conducting probation and parole searches, collecting and collecting physical evidence.
8. List all POST certifications you have received and the date each was issued.

Note: The California State Lottery's Security I Law Enforcement Division is a certified agency with the California Commission on Peace Officers Standards and Training (POST). Investigators are designated peace officers by the Penal Code § 830.3(p) and must meet P.O.S.T. requirements.