



# Investigator

## Peace Officer

### Sacramento Headquarters

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, on-site security, and free parking. What are you waiting for? Apply today!

#### Salary

\$4,544 - \$7,316

#### Final Filing Date

September 18, 2017

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

#### Position Location

Security/Law Enforcement Division  
Special Investigations  
700 North 10<sup>th</sup> Street  
Sacramento, CA 95811

#### Position Number

358-436-8610-913

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

#### Send Application To

California State Lottery  
Attn: Human Resources Division (436)  
700 North 10<sup>th</sup> Street  
Sacramento, CA 95811

#### Questions About the Job

[Careers@calottery.com](mailto:Careers@calottery.com)

(916) 822-8230

#### 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:

- Conduct complex and sensitive criminal, civil and administrative investigations including investigations into allegations of criminal activity by Lottery employees, retailers and/or contractors
- Investigate complaints and allegations of administrative misconduct of retailers and/or complaints involving claimants, distributors, suppliers and contractors to the Lottery
- Conduct probation and parole searches, prepare and serve search warrants; make custodial arrests; issue citations; submit criminal complaints to local prosecutors
- Conduct interviews and seize physical evidence in accordance with POST guidelines
- Conduct intensive disclosure investigations into the background of all potential contractors, conduct background investigations of new Lottery employees and contractor employees
- Monitor the ticket printing process, maintain Security Division test lab, and review game working papers

#### 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) and problem solving
- Experience with conducting interviews and/or interrogations of suspects, witnesses and victims, and properly documenting investigations in writing
- 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)
- Bilingual skills are desirable, but not required

#### Who Should Apply

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

**Equal Opportunity Employer:** The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**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 understood 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). Provide a description of the type of reports written, the subject/purpose, and the frequency with which you performed this task (number of reports completed daily or weekly).
3. Describe the most complex case that you were tasked with investigating within the last five years. Explain the case, your role, the steps you took to investigate the case, 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. Describe your experience testifying in court during the course of your work within the last five years. Explain your role and estimate the number of times you were called to testify each year.
6. Please describe how you have been able to establish and maintain effective working relationships with peers and others (department heads, managers, supervisors, support staff, general public, etc.) utilizing excellent communication and interpersonal skills. In addition, 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.
7. Please describe your experience submitting criminal investigations to a district attorney or city attorney for criminal prosecution. Describe the frequency and methods used to obtain arrest warrants and criminal prosecution.
8. Please 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. Please provide examples and describe the frequency.
9. 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.**