



## Washoe County DA INVESTIGATOR II

<b>SALARY</b>	\$90,667.20 - \$117,894.40 Annually	<b>LOCATION</b>	Reno, NV
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	60001031 (06/2025)
<b>DEPARTMENT</b>	District Attorney	<b>OPENING DATE</b>	06/02/2025
<b>CLOSING DATE</b>	6/23/2025 11:59 PM Pacific		

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### Position Information

Under general supervision, performs journey level criminal investigative work in the District Attorney's Office; and performs related work as required.

This is an Open Competitive/Countywide Promotional recruitment being conducted to fill a current full-time vacancy in the Washoe County District Attorney's Office. The list established from this recruitment may be used to fill future vacancies as they occur.

Note: the schedule is primarily 8:00am - 5:00pm (M-F), with occasional weekends and holiday work to support the Bail and Intake team (bail hearings held on the weekend/holidays).

Applicants interested in job shadowing or learning more about this position are encouraged to contact Stephanie Shuman, Chief Investigator, by phone (775) 321-4311 or email [sshuman@da.washoecounty.gov](mailto:sshuman@da.washoecounty.gov).

For more information on this position, please see the Job Specification at <https://www.washoecounty.gov/humanresources/Careers/jobspecs.php>

### Minimum Qualifications

Two years of investigative experience which utilized scientific methods of criminal investigation AND a bachelor's degree from an accredited college or university in criminal justice, law enforcement, or a closely related field; OR an equivalent combination of training and experience.

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate.

Must be 21 years of age at the time of application.

Must be a United States Citizen at the time of application.

### License Or Certificate

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Must possess a current and valid Nevada Commission on Peace Officer Standards and Training (POST) Basic Category I or II Certificate at the time of appointment and must be maintained for continued employment in this classification.

Out of state applicants must meet POST requirements per Nevada Administrative Code (NAC) 289.200.

Out of state applicants must pass the POST Academy challenge exam with a 70% or higher score within one (1) year of appointment.

Must meet POST requirements as detailed in Nevada Administrative Code (NAC) 289 as well as meet the minimum standards for appointment, per NAC 289.110 in its entirety.

### **Ideal Candidate Criteria**

- A Sworn Nevada Peace Officer that is committed to the highest ethical and professional standards with an accomplished investigative work background.
- A strong desire to work in the post-arrest criminal justice process to see criminal cases through a conviction and beyond.
- A clear understanding of the importance in building rapport and connection with crime victims and witnesses throughout a criminal investigation.
- Understanding the value in teamwork and collective knowledge to ensure the DA's Office Mission is upheld.

## **Conditions of Employment**

The Washoe County District Attorney Investigators' Association (WCDAIA) Collective Bargaining Agreement (CBA) covers the DA Investigator II position.

Upon successful completion of the PPRT (P.O.S.T. Physical Readiness Test) and the written exam, selected candidates must pass the District Attorney's complete background check process which includes:

- Complete and submit a Personal History Statement and pass an extensive background investigation.
- Submit a set of fingerprints.
- Successfully complete a Computerized Voice Stress Analysis (CVSA) examination. Submit to a psychological examination.
- Pass a thorough pre-employment medical examination in accordance with NAC 289.110 and a drug screen.

Washoe County requires its employees to reside in the state of Nevada or neighboring California communities such as Truckee, South Lake Tahoe or Susanville as of their first day of work.

Washoe County hires all new employees at the minimum rate of the salary range and eligible employees may receive an annual merit increase of 5% until they reach the maximum salary for the classification. Upon promotion, current Washoe County employees are placed at the minimum rate of the salary range for the higher classification of the new position OR a promotional calculation, whichever is greater.

## **What Happens Next**

1. After your application is screened, you will be notified via the email you provided whether you have met the minimum requirements for the position. Those applicants who do not meet the qualifications have one (1) business day to file an appeal and request a review of their qualifications.

2. If you have met the minimum requirements, you will receive an additional email with exam details inviting you to schedule your exams. **If you do not receive an invitation to schedule your exam within (5) days of the scheduled exam date, please contact [careers@washoecounty.gov](mailto:careers@washoecounty.gov).** You will receive an initial confirmation email once you have selected an exam date and time. In addition, you will receive a follow-up email before the exam date with further details related to the examination process.

**This is a two-part exam held on the same day and tentatively scheduled for Tuesday, July 8, 2025.** Both exams will be administered and proctored in Reno, NV.

#### **Part I:**

The PPRT (P.O.S.T. Physical Readiness Test – Certification) is pass/fail. **Note: all qualified candidates will be required to take the PPRT (even if P.O.S.T. certified).** The specific time will be announced after the closing deadline of the recruitment.

#### Post Physical Readiness Test – Certification (Category II):

- Vertical jump – 15 inches
- Agility run – 20.7 seconds
- Sit-ups – 29 (repetitions in one minute)
- Push-ups – 15 (no time limit)
- 300 meter sprint – 80 seconds
- 1.5 mile run – 20:06 (minutes: seconds)

For more information on the PPRT please visit:

[https://post.nv.gov/Training/POST\\_Academy/Physical\\_Readiness/](https://post.nv.gov/Training/POST_Academy/Physical_Readiness/)

#### **Part II:**

Candidates who pass the PPRT will be scheduled to take the online Entry Level Law Enforcement exam, later the same day in Reno, NV. **\*\*You will be notified if you are eligible to transfer an exam score prior to the exam date.**

The Entry Level Law Enforcement exam will be 100% online multiple choice and will evaluate your expertise, knowledge, skills and abilities in the following areas:

- Understanding Written Information
- Written Communication
- Analytical Ability

Pursuant to the Washoe County Personnel Handbook, the Department of Human Resources does not administer an exam when there are less than 20 qualified candidates. Once the recruitment has closed, if there are less than 20 qualified candidates, the exam will be waived and all qualifying candidates will be placed on an unranked eligible list which will be referred to the hiring department. If the exam is scheduled to move forward and less than 20 candidates take the exam as determined by the Department of Human Resources, the exam will be waived. Only those candidates in attendance or have a transfer score will be placed on an unranked eligible list which will be referred to the hiring department. **Note: this only applies to the online examination process and does not apply to the PPRT, which is a special requirement of the position.**

3. After the exam is completed, you will receive an additional email notifying you of the results. If you pass the examinations, you will receive your score and rank. This rank will be used to determine which candidates will be interviewed by departments trying to fill a vacancy.
4. Hiring departments schedule interviews from a list of top scoring candidates. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.
5. Please be advised you can log in to your NeoGov account and select:
  - “Applications” to view a list of the recruitments which you have applied for, your submitted application for each recruitment, a copy of the job listing, and your applicant history for each recruitment.
  - “Inbox” to view the notices which have been sent to you for each recruitment
  - “Account” to update your contact information. Please note to update your phone number on previously submitted applications you must contact [careers@washoecounty.gov](mailto:careers@washoecounty.gov).

If you have any questions regarding the Online Application Process you can find additional information at the following link: <https://www.washoecounty.gov/humanresources/faq/online/index.php>

Questions: Alicia Agrella  
[aagrella@washoecounty.gov](mailto:aagrella@washoecounty.gov)  
775-328-6383

#### **Veteran Point**

Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing Open Competitive examinations only. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.

**Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.**

**Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.**

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#### **Employer**

Washoe County

#### **Address**

1001 E. Ninth St., Bldg. A Rm. 220

Reno, Nevada, 89512

#### **Phone**

775-328-2081

#### **Website**

<https://www.washoecounty.gov/>

### **DA INVESTIGATOR II Supplemental Questionnaire**

**\*QUESTION 1**

Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not submit a resume in lieu of your application or write "See Attached Resume" on your application. Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" section of the application, as well as the "Certificates and Licenses" section, when applicable. Applicants not meeting these requirements will not be considered for employment. Please certify you have read and understand the above statement.

- ☐ Yes
- ☐ No

**\*QUESTION 2**

Are you at least 21 years of age or older, meeting the minimum age requirement for this position?

- ☐ Yes
- ☐ No

**\*QUESTION 3**

Are you a citizen of the United States, as required for this position?

- ☐ Yes
- ☐ No

**\*QUESTION 4**

The following questions must be answered accurately to further clarify your experience and educational background. Note: your responses must be aligned with the details provided on your application. If applicable, you must list your degree and specific major/field of study on your application. In order to meet the "closely related" requirement, your degree MUST include coursework in any of the specific fields listed on the job announcement. You may attach official/unofficial transcripts to your application to ensure you receive credit for applicable education. Your work history must be listed on your application with all application fields completed thoroughly. If your application does not include enough information or reflect that your answers below are accurate and truthful, it may result in a disqualification. Please certify you have read and understand the above statement.

- ☐ Yes
- ☐ No

**\*QUESTION 5**

I have the following number of full-time years of investigative experience which utilized scientific methods of criminal investigation. Please select the option that most accurately represents your training & experience from the answer choices below.

- ☐ I have very limited and less than six months of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have at least six months but less than 1 year of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have at least 1 year but less than 2 years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have 2 years, but less than 3 years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.

- ☐ I have 3 years, but less than 4 years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have 4 years, but less than 5 years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have 5 years, but less than 6 years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.
- ☐ I have 6+ years of full-time investigative experience which utilized scientific methods of criminal investigation, and I have provided detailed work history on my application.

#### \*QUESTION 6

Please indicate your highest-level of education completed. Note: this position requires a bachelor's degree from an accredited college or university in criminal justice, law enforcement, or a closely related field; or an equivalent combination of training and experience (equivalent work experience can substitute the college/university degree requirement). Please select the option that most accurately represents your educational background from the answer choices below. Be aware: a High school diploma or GED is mandatory for this position, and no substitutions are permitted as it is for the degree program.

- ☐ I have not completed high school or received a high school equivalent certificate.
- ☐ I have a high school diploma or a high school equivalent certificate.
- ☐ I do NOT currently have a degree but have completed some coursework in a program directly related to the fields listed above from an accredited college or university.
- ☐ I have completed an associate degree from an accredited college or university in one of the programs/closely related fields as listed above, and if in a related field, I have included my transcript.
- ☐ I have completed a bachelor's degree from an accredited college or university in one of the programs/closely related fields as listed above, and if in a related field, I have included my transcript.
- ☐ I have completed a master's degree from an accredited college or university in one of the programs/closely related fields as listed above, and if in a related field, I have included my transcript.

\* Required Question