



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** SPECIAL INVESTIGATOR (Non-Peace Officer)  
325-200-8612-003

**DIVISION:** ENFORCEMENT

**SALARY:** \$4,264 - \$6,639

**FINAL FILING DATE:** February 28, 2018

### **Duties and Responsibilities:**

Analyze and evaluate facts, statements and other evidence obtained from investigations which relate to possible violations of the Political Reform Act. Formulate and articulate a plan for conducting an effective investigation, including determining what evidence needs to be obtained and what method should be employed to obtain it.

Locate, contact, and interview individuals who may have knowledge of violations of the Political Reform Act. Articulate and present to case attorney, Supervising Special Investigator, and Enforcement Chief the results of the interviews as well as the next step in the investigation.

Prepare correspondence, case chronologies, subpoenas for records and appearance, and investigative reports detailing case evaluations, analyses and evidence received in connection with investigations undertaken.

Obtain, analyze and evaluate public documents filed with the Secretary of State, Fair Political Practices Commission and other state and local agencies.

Establish and maintain cooperative relationships with federal, state, local officials and agencies.

Serve legal papers, subpoenas and other legal documents. Appear as a witness at civil or administrative proceedings.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

**How to Apply:** Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at <https://jobs.ca.gov> or forward a State application (STD. 678) and résumé to

Fair Political Practices Commission  
**Attn: Pennie Conroy**  
1102 Q Street, Suite 3000  
Sacramento, CA 95811

**Contact:** Pennie Conroy, (916) 327-8692

02/13/2018

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.