



# Investigator I

Salary Group: B12

Class Code: 1350

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INVESTIGATOR I	1350	B12	\$27,840 - \$43,798
INVESTIGATOR II	1351	B14	\$31,144 - \$49,134
INVESTIGATOR III	1352	B16	\$34,918 - \$55,130
INVESTIGATOR IV	1353	B18	\$39,521 - \$64,449
INVESTIGATOR V	1354	B20	\$45,158 - \$73,788
INVESTIGATOR VI	1355	B22	\$51,614 - \$84,479
INVESTIGATOR VII	1356	B24	\$59,004 - \$96,720

## GENERAL DESCRIPTION

Performs entry-level investigative work. Work involves conducting investigations. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged violations of laws, rules, and regulations.

Conducts background and personal history investigations, reviews records, and verifies information.

Contacts and interviews potential witnesses and complainants.

Obtains, verifies, and records evidence and documents for use in investigations.

Evaluates and summarizes investigative findings.

Prepares records, correspondence, and reports; and assists in making recommendations for action.

Assists in preparing and presenting information to appropriate law enforcement and regulatory agencies.

May assist in providing information for subpoena drafting and serving, and to allow arrests to be made.

May assist in collecting evidence and data; and conducting field investigations for audits, inspections, or studies.

May present testimony and evidence at administrative hearings or court proceedings.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in investigative work. Graduation from an accredited four-year college or university with major coursework in criminal justice or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of investigative principles, techniques, and procedures; and court procedures, practices, and rules of evidence.

Skill in the operation of technical equipment and detection devices, the use of a computer and applicable software, and mediation and negotiation techniques.

Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require licensure in a specialty area.