



# Investigator IV

Salary Group: B18

Class Code: 1353

<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
<b>INVESTIGATOR IV</b>	<b>1353</b>	<b>B18</b>	<b>\$39,521 - \$64,449</b>
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 complex (journey-level) investigative work. Work involves conducting investigations. May provide guidance to others. Works under general supervision, with moderate 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 witnesses and complainants.

Reviews and maintains evidence and documents for use in investigations.

Evaluates and summarizes investigative findings.

Prepares records, correspondence, and reports; and makes recommendations for action.

Prepares and presents information to appropriate law enforcement or regulatory agencies.

Prepares cases for presentation and presents testimony and evidence at administrative hearings or court proceedings.

Reviews investigative techniques and recommends improvements as appropriate.

Collects and reviews evidence; and data and conducts field investigations for audits, inspections, or studies.

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

May perform undercover or surveillance work regarding suspected violators.

May examine and investigate the business activities of entities to ensure compliance with statutory standards and regulations.

May provide guidance to others.

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; to testify in hearings and court proceedings; to communicate effectively; and to provide guidance to others.

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

May require licensure in a specialty area.