



Investigator II

Salary Group: B14
Class Code: 1351

<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 routine (journey-level) investigative work. Work involves conducting investigations. Works under moderate supervision, with limited 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.

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

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

Assists in collecting evidence and data and conducting 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.

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 of court procedures, practices, and rules of evidence.

Skill in the operation of technical equipment and detection devices, in the use of a computer and applicable software, and in 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; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require licensure in a specialty area.