State Classification Job Description

Investigator VI

Class Code: 1355

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<th>CLASS TITLE</th>
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<th>SALARY GROUP</th>
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<tr>
<td>INVESTIGATOR I</td>
<td>1350</td>
<td>B12</td>
<td>$27,840 - $43,798</td>
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<td>INVESTIGATOR II</td>
<td>1351</td>
<td>B14</td>
<td>$31,144 - $49,134</td>
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<td>INVESTIGATOR III</td>
<td>1352</td>
<td>B16</td>
<td>$34,918 - $55,130</td>
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<td>INVESTIGATOR IV</td>
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<td>B18</td>
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<td>INVESTIGATOR V</td>
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<td>B20</td>
<td>$45,158 - $73,788</td>
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<td>INVESTIGATOR VI</td>
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<td>B22</td>
<td>$51,614 - $84,479</td>
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<td>INVESTIGATOR VII</td>
<td>1356</td>
<td>B24</td>
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GENERAL DESCRIPTION

Performs advanced (senior-level) investigative work. Work involves planning, organizing, and conducting investigations. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and reviews investigations of alleged violations of laws, rules, and regulations.

Oversees and evaluates background and personal history investigations, reviews records, and verifies information.

Oversees and/or conducts interviews of witnesses and complainants.

Oversees and/or evaluates and summarizes investigative findings.

Oversees and/or examines and investigates the business activities of entities to ensure compliance with statutory standards and regulations.

Coordinates the collection and analysis of evidence and data obtained through field investigations, audits, inspections, or studies.

Testifies and presents evidence at formal hearings or court proceedings.

Reviews and/or develops investigative techniques and/or policies and procedures for conducting investigations; and recommends improvements, changes, or modifications.

Reviews and researches the legal aspects of investigations and recommends action as appropriate.

Develops and conducts training.

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 supervise the work of 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 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 plan, organize, and 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 supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require licensure in a specialty area.