

INVESTIGATION OCCUPATIONAL GROUP [178]

ASSOCIATE INVESTIGATOR

General Statement of Duties and Responsibilities

This class of positions encompasses the conduct and supervision of professional investigations of varying degrees of difficulty. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, with latitude for independent initiative and judgement, performs professional work of more than ordinary difficulty in the field of investigation. Assists in the supervision of subordinate staff. Performs such tasks as follows:

Reviews case records and reports and, base thereon, makes recommendations as to action to be taken.

May be regularly assigned to investigations which are of more than ordinary difficulty by reason of greater complexity or hazard.

May make emergency and special investigations.

Testifies at hearings and in court proceedings.

Prepares written and statistical reports. Utilizes computer systems to assists the processing of investigations.

May operate a motor vehicle.

INVESTIGATION OCCUPATIONAL GROUP [178]

ASSOCIATE INVESTIGATOR (continued)

Assignment Level I (continued)

May supervise a small unit in the conduct of routine investigations.

Advises subordinates on difficult matters and interprets rules, regulations and codes for them.

In the temporary absence of supervisor, may assume the duties of that position.

Assignment Level II

Under direction, with wide latitude for independent initiative and judgement, is in charge of a unit performing professional work in the field of investigation. In addition to performing duties described for Assignment Level I, performs such tasks as follows:

Supervises subordinate personnel engaged in the conduct of routine and complex investigations.

Interprets policy for the guidance of subordinate investigating staff.

Issues orders and instructions to implement departmental directives.

Serves as case consultant in the investigation of difficult cases.

Conducts special investigations.

Prepares reports and recommendations for administrative action.

Plans and coordinates investigation schedules and assignments.

INVESTIGATION OCCUPATIONAL GROUP [178]

ASSOCIATE INVESTIGATOR (continued)Assignment Level II (continued)

Serves as principal assistant to the head of a large or highly specialized unit performing routine, complex and very complex investigations.

In the temporary absence of supervisor, may assume the duties of that position.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment, or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience as described in "1" above; or
3. Education and/or experience equivalent to "1", or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and must have two years of the experience described in "1" above. Undergraduate college credits may be substituted for the additional required experience on the basis of 10 semester credits, from an accredited college, for three months of additional experience.

C - XI

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INVESTIGATION OCCUPATIONAL GROUP [178]

ASSOCIATE INVESTIGATOR (continued)

Direct Lines of Promotion

From: Investigator (31105)

To: Administrative
Investigator (M 10020)