

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV35171</b>
<b>Job Class Code:</b>	<b>400</b>	<b>Salary Schedule:</b>	<b>ASRRRGINV</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>10/24/84</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Investigation Compliance

**JOB CODE TITLE:** REGISTRAR OF CONTRACTORS CONSTRUCTION INVESTIGATOR

**HRIS TITLE:** REG-CON CONST INVGTR

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of an investigations supervisor and exercises considerable independent judgment within established program parameters. Has the authority to make recommendations for prosecution of unlicensed contractors; independently issue cease and desist orders, citations and subpoenas. Conducts investigations of unlicensed contractors who have performed or contracted to perform illegal commercial and residential construction; issues cease and desist orders and citations; conducts extensive research of a wide variety of both technical and law enforcement records; makes recommendations for filing cases in court; testifies in court as an expert witness; may assist in operating a district office. Responsible for timely and accurate completion of assigned work projects; scheduling and prioritizing work assignments, within established time frames; proper use and maintenance of assigned vehicle and equipment. Work product consists of completed investigation reports; completed court cases for presentation to the Attorney General, County Attorney, City Attorney or court; issued cease and desist orders and citations.

**EXAMPLES OF DUTIES:** Collects evidence in investigation of law violations at commercial and residential construction job sites. Investigates incidents or violations by collecting evidence, interviewing claimants and resolving questions. Confers with prosecutors and court officials regarding court case, trial, evidence or disposition. Writes detailed reports based on research, investigation or inquiry, in prescribed format or on established forms provided. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with homeowners or concerned persons and advises them regarding their complaints. Composes detailed investigative or inspection reports. Drives automobile to various locations within an assigned geographical area of state carrying out business of the work system. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Testifies in court as official witness. Performs related work as required.

**WORK CONDITIONS:** Frequent daily travel; occasional overnight stays away from home base; significant involvement in conflict resolution; frequent contact with hostile contractors.

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

**Knowledge of:** civil and criminal investigation methods, procedures and techniques; Federal and State statutes applicable to the gathering and use of law enforcement file data; Federal and State statutes and agency standards, policies and procedures applicable to the regulation of commercial and residential construction; court systems and legal procedures.

**Skill/Ability to:** analyzing and evaluating a wide variety of technical and law enforcement records; oral and written communications; interpersonal relations, as applied to contacts with unlicensed contractors, homeowners and law enforcement personnel; the preparation of criminal cases for filing in court.

**SPECIAL SELECTION FACTORS:** Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. Two years of investigative experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted