

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39203
Job Class Code:	440	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	7720		

Job Code Established:	10/21/88	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Criminal Investigations Series

JOB CODE TITLE: INVESTIGATOR II

HRIS TITLE: INVGTR II

CHARACTERISTICS OF THE CLASS: Works under lead or general supervision from a senior or supervisory investigator appropriate to the assignment. Has the authority to conduct investigations and recommend actions appropriate to the agency of assignment; research, examine and select records appropriate to case and agency; interview and interrogate individuals; testify as required. Performs difficult investigations of alleged administrative, civil and/or criminal violations of laws, rules, regulations and policies enforced by the agency of assignment; interviews, interrogates, collects evidence, performs surveillance and undercover, searches, examines and selects records, detects and verifies an administrative, civil and/or criminal violation and prepares reports and case files and preserves evidence as appropriate to assigned agency; prepares cases and assists in the required adjudication process; assists in complex investigations; may assist in training new employees; may testify as required. Investigations completed; reports, case files, evidence and exhibits prepared and collected and preserved; interviews and interrogations completed and individual's rights observed and protected; administrative and/or criminal violations identified and reported; assigned equipment maintained.

EXAMPLES OF DUTIES: Investigates complaints from consumers, clients or others regarding alleged violations of laws, codes, regulations and policies; reviews information; interviews and collects evidence; determines if a violation has occurred, recommends action to take or writes citation. Examines and analyzes records and files as a basis to aid an investigation; reviews and detects improprieties; determines and selects pertinent information and records for support of investigation. Takes photographs of scene of violation and evidence; interviews, interrogates and documents by writing or recording; evaluates and determines use in investigation. Conducts surveillance and works undercover. May operate an unmarked vehicle. Investigates incidents or violation by collecting evidence, interviewing witnesses and resolving questions. Composes detailed investigative reports. Confers with, interviews, and/or interrogates witnesses to obtain information in investigations of law violations or regulatory noncompliance. Takes fingerprints; forwards to appropriate identification system; receives results and determines use in investigations. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations on decisions. Prepares cases for legal actions of various kinds; secures evidence and documentation, prepares petitions or other relevant documents for use in administrative or court hearing. Assists in training new workers on-the-job to perform tasks that will become part of everyday work routine. Confers with personnel of law enforcement and other agencies with regard to joint actions taken or to be taken, or in exchange of vital or useful information. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Drives automobile to various locations throughout the State, carrying out business of work system as appropriate to assignment. Testifies in court or administrative hearings as official witness. Performs related work as required.

WORK CONDITIONS: Travel as required; some assignments include statewide with overnight stays; work can encounter long hours of research, locating witnesses, some which may be hostile, and fluctuating work hours.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal, State and agency laws, rules, regulations and policies governing the investigative duties. the laws and regulations governing the handling and preserving of evidence and information. the techniques and methods of using cameras, recorders, fingerprinting kits, etc., in course of duties. the principles and practices of the assigned agency's authority and available information gathering systems. the constitutional rights and protection afforded individuals involved in investigations. the principles and practices of surveillance and undercover work appropriate to the assignment.

Skill/Ability to: applying and interpreting Federal, State and agency laws, rules, regulations and policies governing the investigative duties in the agency of assignment. Skill in collecting and preserving evidence and information, and using cameras, recorders, fingerprinting kits, etc., in the course of duties. Skill in using the agency's information gathering systems and preserving the confidentiality and integrity of the information. Skill in affording and protecting rights of individuals. Skill in oral and written communication and interpersonal relationships. Take on the responsibility for properly conducting investigations, interviews, interrogations, collecting and preserving evidence and preparing accurate reports appropriate to agency of assignment; establishing and maintaining a positive public image and maintaining assigned equipment in a functioning condition; training new employees as assigned.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Two years of experience conducting routine investigations in a training environment appropriate to the agency of assignment. An Associate degree in law enforcement, Police science, criminal justice or other field related to area of assignment may substitute for six months of the required experience. Bachelor's degree in law enforcement, police science, criminal justice or other field related to area of assignment may substitute for one year of the required experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Some positions require completion of a prescribed course of study and certification by the Arizona Peace Officer Standards and Training (AZPOST) Board as a prerequisite for obtaining permanent status. A current and valid Arizona driver's license may be required at time of appointment. A medical/physical evaluation is required prior to appointment.