

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39204</b>
<b>Job Class Code:</b>	<b>440</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

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

**JOB CODE SERIES:** Criminal Investigations Series

**JOB CODE TITLE:** INVESTIGATOR III

**HRIS TITLE:** INVGTR III

**CHARACTERISTICS OF THE CLASS:** Works under general supervision from a supervising investigator. Has the authority to select and initiate complex investigations and select and lead project staff; determine required documents and nature of case as appropriate to assigned agency; prepare and pursue case through the designated legal staff. Performs, independently or in a project lead role, complex investigations of alleged administrative, civil and/or criminal violations of laws, rules, regulations and policies enforced by the agency of assignment; interviews, interrogates, collects and preserves evidence, performs surveillance and undercover work, searches, examines and selects the most complex records, detects and verifies administrative, civil and/or criminal violations, prepares reports and case files for adjudications and assists in required processes; trains and evaluates staff; testifies as required in administrative hearings and courts; may perform administrative duties appropriate to the assignment. Investigations completed; reports, case files, evidence and exhibits prepared and preserved; administrative, civil and/or criminal violations identified; assigned staff trained and input to evaluations prepared; assigned administrative duties completed.

**EXAMPLES OF DUTIES:** Devises a schedule of work for self and team members on a periodic basis. Resolves technical or work procedural problems and questions presented by subordinate-level workers. Communicates work instruction, trains and reviews work of fellow team members on assigned tasks. Investigates complex or sensitive allegations of legal or regulatory violations; reviews information; interviews and collects evidence; determines if a violation has occurred, recommends action to take or writes citation. Takes photographs of scene of violation and evidence; interviews and interrogates by writing or recordings; evaluates and determines use in investigation. Conducts surveillances and works undercover; may operate an unmarked vehicle. Composes detailed investigative reports. Prepares cases for legal actions of various kinds; secures evidence and documentation, prepares petitions or other relevant documents for use in administrative, civil or criminal hearings. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decision. 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. Testifies in court or administrative hearings as official witness. Confers with supervisor, presenting and resolving complex problems or questions, discussing plans and actions to be taken, making decisions. Drives automobile to various locations throughout the State, carrying out business of the work system. Performs related work as required.

**WORK CONDITIONS:** Travel as required with overnight stays; work can encounter long hours of research, interviewing and interrogating witnesses who may be hostile, fluctuating work hours and transporting inmates.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Federal, State and agency laws, rules, regulations and policies governing investigative duties in agency of assignment. Knowledge of civil, criminal and/or regulatory laws appropriate to the agency of assignment. Knowledge of the techniques and methods of interviewing, interrogating, records searching and identifications appropriate to the agency of assignment. Knowledge of the principles and practices of the assigned agency's authority and available information gathering systems. Knowledge of principles and practices of training and leading subordinates.

**Skill/Ability to:** Applying and interpreting Federal, State and agency laws, rules, regulations and policies regarding complex investigations appropriate to agency of assignment. Skill in applying and interpreting civil, criminal or regulatory laws of a complex nature appropriate to agency of assignment. Skill in gathering, compiling and preserving detailed evidence and preparing cases for civil and/or criminal proceedings. Skill in applying work management and lead techniques and reviewing and determining that case files are proper. Skill in oral and written communication and interpersonal relationships; Conduct complex investigations in a prompt, efficient and professional manner; research, identify and select proper and complex documents; perform independently or in a lead role, on complex cases, in a professional manner; assist in training and administrative duties.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be: One year of Journey level experience conducting investigations appropriate to the assigned agency where a substantial portion of the cases involved complex administrative, civil, and/or criminal related matters, e.g., consumer fraud, anti-trust, bribery, embezzlement, corruption in government, white collar financial crimes, etc., and investigations are typically coordinated through the nationwide law enforcement and information systems.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** Some positions require 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.