

Job Description

Job Title: Investigator II

Job Code: 902021

Job Family: Public Safety

Pay Grade: 16.16

FLSA: Non-exempt

EEO: Protective Service Workers

Department/Agency: DAT

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Conducts moderately complex, professional-level investigations; identifies and collects evidence for moderately complex case development; conducts moderately complex analysis of financial, regulatory, medical, and other records and documents; conducts in-depth interviews of diverse parties including victim(s), witnesses, and suspect(s); identifies potential statutory and regulatory violations; coordinates with other investigating entities at the local, state and federal levels.
- Generates moderately complex investigative summaries and reports to aid in the prosecution of financial and/or consumer protection violations; prepares documents related to investigations such as prosecution summary reports, subpoenas, and affidavits; prepares and assists with search warrants; testifies at all stages of prosecution.
- Performs as a subject matter expert; identifies and attends trainings to enhance investigative skills; conducts subpoena service; assists other units with moderately complex tasks.
- Represents the office with partner agencies; advises local, state, and federal law enforcement agencies; participates in area related organizations, task forces, community outreach, and trainings; develops relationships with government and private sector agencies for specialized investigative tasks.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Associate's degree in business, accounting, criminal justice, or related field; three (3) years' **experience** conducting investigations; successfully pass a criminal history check; **and possess a valid driver's license** with an acceptable driving record are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in business, accounting, criminal justice, or related field; and Law Enforcement Commission are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Safety-sensitive job.