

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
Background Investigations Unit
Special Investigator
420-508-8612-XXX

JOB TITLE: Special Investigator

STATEMENT OF DUTIES: Under the general supervision of the Special Agent Supervisor (SAS), the Special Investigator (SI) will be responsible for all aspects of performing background investigations for sworn and non-sworn personnel. The SI will determine the qualifications and suitability of persons seeking employment as sworn peace officers and non-sworn professional staff within the Department of Justice. This will be accomplished through extensive reference interviews and record searches to verify information provided by the applicant in a Personal History Statement (PHS/Personal History Questionnaire, or PHQ).

SUPERVISION RECEIVED: Reports directly to the SAS.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Typing, driving, and general intrastate and interstate travel to meet investigative needs.

TYPICAL WORKING CONDITIONS: Standard cubicle in a smoke-free environment and/or field based.

ESSENTIAL FUNCTIONS:

- 30% Reviews personnel records. Verifies and obtains proof of the educational accomplishments of each candidate, including high school and college transcripts and diplomas. Verifies the status of military service records, including dates of service and type of discharge received. Obtains credit history to verify the manner in which their personal finances and obligations are managed. Conducts investigations of both criminal and civil legal matters, and reviews DMV records.

- 30% Conducts interviews of relatives and references; develops secondary references and interviews them either in-person, or via the telephone; interviews school references, including teachers, counselors, administrators, and persons who have known the applicant in a learning environment. Conducts interviews of persons who have become acquainted with the applicant by reason of living in close proximity of the applicant's residence. Interviews current and former supervisors and co-workers relative to employment history for the past 10 years for sworn and 5 years for non-sworn.

