

Job Description

Job Title: Investigator I

Job Code: 902020

Job Family: Public Safety

Pay Grade: 15.15

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 basic, professional-level investigations of financial crimes and/or consumer protection violations; organizes and maintains criminal and/or consumer case files; generates leads from public and law enforcement databases; conducts basic analysis of financial and regulatory documents; conducts interviews; generates reports and case summaries; testifies; mediates resolutions between consumers and businesses; assists with search warrants.
- Responds to the consumer and/or white collar hotline reports and assists walk-ins; conducts basic case intake by meeting with reporting parties of financial crimes and/or consumer protection violations; documents complaints and reports in a timely manner.
- Responsible for basic subpoena service; assists with basic special tasks and with transportation of victims and witnesses; participates in decoy and undercover sting operations.
- Assists with community outreach and training on relevant topics; establishes and maintains contacts in government and private sector agencies.

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; one (1) year 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:

Law Enforcement Commission is 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.