

## Job Description

**Job Title:** Investigator III

**Job Code:** 902022

**Job Family:** Public Safety

**Pay Grade:** 17.17

**FLSA:** 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 highly complex and diversified professional-level investigations; screens information and referrals from individuals, businesses, law enforcement and other agencies for potential financial crimes and consumer protection violations; identifies cases to open for investigation and prioritizes resources accordingly; investigates complex, multi-faceted and high profile cases with advanced fact-patterns; investigates multi-jurisdictional and/or multi-victim cases; collects evidence and identifies deficiencies in evidence; conducts highly complex analysis of financial, medical and regulatory records and documents; conducts and assists with complicated interviews of difficult subjects.
- Generates complex investigative summaries and reports to aid in the prosecution of financial and/or consumer protection violations; documents complex case facts in understandable terms for prosecution; assists in the execution of search warrants; assists Investigators I and II with creation of reports and drafting of other documents related to prosecution.
- Develops decoy and undercover sting operations and directs/leads other investigators; identifies patterns of common financial and/or consumer fraud schemes and initiates investigations based upon those fact patterns.
- 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.***

# Job Description

## **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.

Yes  No Education may be substituted for experience.

## **Physical, Environmental, and Special Working Conditions:**

Safety-sensitive job.