

CLASS TITLE: BACKGROUND INVESTIGATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision conducts background investigations for the purpose of screening prospective candidates primarily for non-sworn positions.

ESSENTIAL TASKS:

- Reviews applications for employment
- Performs employment background screening and related investigations
- Interviews and contacts friends, acquaintances, outside agencies, and others to verify information
- Researches information related to an applicant's background
- Reviews arrest reports, witness statements, and other documents
- Reviews background investigations, documents and reports for accuracy and makes final recommendation
- Conducts special investigations related to information verification and inconsistencies related to applicant information
- Prepares detailed reports relating to background investigation information
- Maintains confidentiality regarding documents, investigations, communications and other related material
- Administers assessments as required
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in Criminal Justice or Public Administration, or a closely related field; and three (3) years of responsible investigative experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of investigative techniques and the basic rules of evidence; considerable knowledge of various computer systems; good knowledge of office practices and procedures; good knowledge of criminal and civil law and related legal reference material; good knowledge of the organization and nature of the functions of municipal government; ability to make decisions recognizing precedents and practices; ability to compare and interpret information, recognize and examine discrepancies; ability to develop and present reports both verbally and in writing; ability to deal with individuals in difficult discussions; and the ability to understand and influence the behavior of others in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and Oklahoma Law Enforcement Telecommunications System (OLETS) Certification or ability to obtain certification within six months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office environment; some travel may be required.

Class Code: 5502

EEO Code: N-02

Pay Code: AT-28

Group: Public Safety

Series: Police

Effective Date: August 26, 2015