

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Investigator
Job Code: 8178
Pay Grade: 49
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Conducts background investigations on employment candidates for safety sensitive positions, such as probation officer and surveillance officer candidates. Prepares written reports and recommendations to the Chief Probation Officer and Human Resources Director or designee regarding the suitability of candidates for employment to safety sensitive positions.

ESSENTIAL FUNCTIONS:

- Conducts employment, character, and financial background investigations on candidates for probation officer and surveillance officer positions.
- Evaluates the suitability of candidates for probation officer and surveillance officer positions by researching and obtaining data and information from criminal history reports, credit checks and past work history.
- Reviews documents provided by applicants for completeness, accuracy and truthfulness.
- Reviews credit reports and evaluates the financial responsibility of candidates.
- Develops second and third level references, when necessary, and makes additional inquiries to assist in determining credibility of statements.
- Observes an individual during interviews to detect the presence or absence of physical indicators of truthfulness.
- Conducts interviews with current and past employers, neighbors, family members and persons named as references by the candidate.
- Recognizes and examines discrepancies, in materials, documents, and/or interviews and draws logical conclusions.
- Analyzes complex materials and information and presents findings in a succinct understandable format, both orally and in writing.
- Prepares confidential comprehensive background investigation reports and provides a hire/no hire recommendation to the Chief Probation Officer and Human Resources Director or designee.
- Maintains security and confidentiality of all information obtained during the background investigations.
- Tracks the progress of each investigation and provides periodic updates to court personnel until a hire/ no hire recommendation is presented.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Performs activities related to or in support of background investigations upon request.
- May testify in court.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of law enforcement and/or probation principles, practices and methods.
- Must have knowledge of procedures and techniques to conduct interviews to encourage cooperation, observe body language, gather and analyze information.
- Must have the skills to ask the appropriate questions to discuss matters of a very sensitive nature to extract potentially inflammatory information.
- Must have the ability to read and comprehend military, educational, credit, law enforcement, and other complex written documents.
- Must have the ability to demonstrate tact and courtesy when interacting with individuals from various social, cultural, and economic backgrounds.
- Must have the ability to prepare accurate and organized reports and recommendations in a timely manner.
- Must have the ability to communicate effectively with a diversity of individuals in a variety of home and work environments.

MINIMUM REQUIREMENTS:

An Associate's degree in criminal justice, psychology or a related field of study and four years of professional investigative work experience; OR, a bachelor degree in criminal justice, psychology or a related field of study and three years of professional investigative work experience; OR, five years professional work experience in the field of probation or law enforcement with experience conducting investigations. Or, an equivalent amount of education, experience and training acceptable by Human Resources and the hiring authority.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license on the date of employment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and travels to various locations within Pima County and throughout the state of Arizona, to obtain relevant information and conducts interviews with references and appropriate persons. At times will be exposed to cold and hot weather conditions in the performance of duties.

DISTINGUISHING CHARACTERISTICS:

This is a part-time, on-call classified position that reports to the Chief Probation Officer. This position performs duties with limited supervision and has no supervisory responsibilities.

Date: 01/29/07

Revised: