



Classification: Temporary Professional (Background Investigator)

Title Code: V09811

Pay Range: Hourly

POSITION SUMMARY: This is a specialized position responsible for conducting civilian pre-employment background investigations. The employee assigned to this position will have access to confidential information and is expected to exercise discretion and professionalism. Work is performed under general supervision within established policies and procedures; however, independent judgement is required.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Conducts civilian pre-employment background investigations, to include reviewing records and reports, conducting interviews, photocopying documents, and developing reports of investigation to determine all relevant facts.

Obtains necessary information in an individual's background to aid in determining qualifications, as well as reports results of completed investigations to appropriate personnel.

Compiles and reports detailed investigation findings after gathering and verifying information.

Performs job-related travel, as necessary.

Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Patrol policies and procedures, rules, and regulations.

Knowledge of investigative and interview techniques.

Knowledge of modern office procedures, business English, grammar, punctuation, and report preparation.

Possess skill in proofreading and editing work produced.

Possess skill in performing the investigation duties detailed above.

Possess skill in organizing, prioritizing, and planning work effectively.

Ability to maintain manual and computer files regarding investigations.

Ability to properly use and maintain Patrol issued technology.

Ability to make decisions in accordance with applicable laws, policies, regulations, and procedures.

Ability to work under pressure to meet deadlines.

Ability to establish and maintain working relationships with Patrol personnel, law enforcement agencies, the public, as well as any persons involved in the procurement of information pertaining to the investigation.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g. written material, photographs, and/or verbal language, etc.)

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report for review by division staff.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office equipment as detailed in the description of duties (e.g. personal and laptop computers, copier, telephone, fax machine, etc.)

Ability to work independently and accommodate a nonstandard schedule.

Ability to perform job-related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Must have, and currently be, retired from the Missouri State Highway Patrol.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.