

**9792**  
**INVESTIGATOR 2**

**Nature of Work**

Under limited supervision, performs advanced level investigations by obtaining evidence of reported fraud, wildfire origins or violations of the rules and regulations of a state agency or of state or federal laws or involving claims for damages by or against a state agency, or conducts investigations of reported deaths. These positions involve complex direct public contact work, as well as contact with insurance company representatives, lawyers, and law enforcement personnel. Work requires the use of a personal automobile for travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous. Performs related work as required.

**Distinguishing Characteristics**

These positions are operating under limited supervision, predominately performing the most complex and sensitive investigations undertaken by the unit or agency and may serve as a lead worker to others or on a project basis. These positions may be called upon to conduct investigations of a sensitive nature. This level is responsible for determining which deaths meet medicolegal criteria requiring attention/action of the Office of the Chief Medical Examiner.

**Examples of Work**

Plans and directs investigations and/or audits to obtain evidence regarding allegations.  
Analyzes and evaluates information gathered through investigative techniques to determine source reliability, content validity, and potential truthfulness; develops investigative leads and links; distinguishes patterns, trends and associations; develops potential evidence.  
Obtains and secures evidence following chain of custody procedures.  
Explains pertinent laws or other agency regulations as it relates to a suspected violation during the investigatory process.  
Checks business records to determine amount of tax due to the state.  
Initiates prosecution of violators and testifies in court.  
Investigates businesses for proper licenses and cites violations.  
Performs complex calculations of any over issued or misused funds or benefits which may span several years and time periods and encompasses multiple changes in policy or regulations during the established period of overpayment.  
Prepares a comprehensive detailed written report of investigations to include a narrative and evidence to substantiate violations of federal and state code or administrative policy and refers the report to the appropriate authority.  
Locates witnesses and obtains facts and evidence needed by attorneys in litigation of cases.  
Conducts legal research and locates the section of the state or federal code relevant to the complaint under investigation.  
Advises vested parties of investigative status while maintaining a referral log for tracking statistical reporting requirements.  
Interviews subjects of investigation, complainants and witnesses using prescribed procedures.  
Performs internal audits to determine misuse of time, funds and/or equipment.  
Enforces and monitors court orders to ensure any and all terms of restitution imposed by the court are met by the offending party.  
May investigate claims against the state; may prepare reports and evidence for legal proceedings.

**9792**  
**INVESTIGATOR 2 (cont'd)**

**Examples of Work (cont'd)**

May provide twenty-four-hour on-call investigation and reports regarding deaths reported by law enforcement, emergency medical services, hospital staff, funeral directors, county medical examiners and other state and federal agencies.  
May participate in investigations and training exercises with K9 officers.

**Knowledge, Skills and Abilities**

Knowledge of established and effective methods of investigation.  
Knowledge of state and federal laws and the rules, guidelines and regulations pertaining to the assigned agency.  
Knowledge of the criminal justice system and legal terminology.  
Knowledge of record keeping practices.  
Ability to investigate possible law violations in areas such as election law fraud, wildfire origins, consumer complaints, auto dealerships, agricultural law, securities, health service providers, unemployment claim fraud, and lottery machines or table games..  
Ability to ascertain facts by personal contact, observation and examination of records.  
Ability to interview those involved in investigations.  
Ability to effectively explain and interpret pertinent provisions of laws and regulations.  
Ability to enforce laws, rules and regulations with firmness and impartiality. May investigate claims against the state; may prepare reports and evidence for legal proceedings.  
Ability to establish and maintain effective working relationships.  
Ability to qualify with and use firearms if required.  
Ability to communicate effectively, both orally and in writing.  
Ability to use and interpret topographical maps and aerial photographs, if applicable.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Experience as described below may be substituted on a year-for-year basis for the required training.

**Experience:** Two (2) years of full-time or equivalent part-time paid experience in law enforcement or investigative work.

**Special Requirements:** Possession of valid West Virginia driver's license and the availability of an automobile is required. Qualification to possess and use firearms may be required.

**For Forestry Investigators Only:** Must meet the qualifications for and become a Special Natural Resources Police Officer prior to being certified permanent and must maintain this commission throughout the period of employment in this position. Must pass periodic firearms qualification. Must take and pass a physical examination prior to becoming certified permanent and submit to annual follow-up exams. Must take and pass a psychological examination. Must become a certified Wildland Fire Investigator in accordance with guidelines established by the National Wildfire Coordinating Group prior to becoming certified permanent.

Established: 11/21/1991  
Revised: 04/19/1993; 03/12/1998; 11/24/2018  
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