

9793
INVESTIGATOR 3

Nature of Work

Under limited supervision, performs advanced and complex level investigations of violations of federal and state laws, agency specific policies and regulations or claims for damages involving state agencies. This is a dual track classification that can serve either as the supervisor to investigators or can serve in a specialty area of a statewide investigatory unit. Positions in both tracks are responsible for evaluating policies and procedures to ensure compliance with agency, state and federal guidelines as it relates to the agency specific subject matter and/or specialty area. 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 either supervisors directing work and training investigators or are part of a statewide investigative unit and have a specific specialization recognized by a professional organization that requires advanced, specialized knowledge, such as being a K9 handler.

Examples of Work

Coordinates and directs the work of the employees in the unit; trains new employees.
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.
Explains the law or other agency regulations to the party in violation.
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.
Keeps records and makes oral and/or written reports of all investigations.
Locates witnesses and obtains facts and evidence needed by attorneys in litigation of cases.
Conducts legal research and locates the section of applicable federal and/or state law, rule or policy relevant to the complaint under investigation.
Interviews subjects of investigation, complainants and witnesses using prescribed procedures.
Reviews reports drafted by subordinates.
Plans and organizes how investigations will be conducted.
Reviews and scrutinizes subpoenaed financial records, documents and records for securities violations.
Performs internal audits to determine misuse of time, funds and/or equipment.
May investigate claims against the state; may prepare reports and evidence for legal proceedings.
May operate as a K9 handler in certain agencies.

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 origin, consumer complaints, auto dealerships, agricultural law, securities, health service providers, unemployment claim fraud, and lottery machines and table games.

9793
INVESTIGATOR 3 (cont'd)

Knowledge, Skills and Abilities (cont'd)

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.
Ability to establish and maintain effective working relationships with the public.
Ability to qualify with and use firearms if required.
Ability to determine the most effective way to conduct an investigation.
Ability to communicate effectively, both orally and in writing.

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: Four (4) years of full-time or equivalent part-time paid experience in law enforcement or investigative work.

Special Requirements: A 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.

To be a K9 Handler: Two (2) of the required four (4) years of experience must have been documented experience as a bloodhound handler as stipulated by the law enforcement blood handler standards.

Established: 03/21/2002
Revised: 11/24/2018
Effective: 11/24/2018