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INVESTIGATOR ASSOCIATE

Nature of Work

Under direct supervision, at the entry level, conducts investigations of violations of federal and state laws, agency specific policies and regulations or claims for damages involving state agencies. Involves direct public contact work, as well as contact with insurance companies, law enforcement and attorneys. 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 function at the entry level conducting investigations to develop knowledge and skills needed to work more independently. Predominate duties are characterized by routine investigations with little latitude to deviate from an established set of procedures.

Examples of Work

Conducts routine investigations.
Follows up on complaints and reports violations through an established set of procedures.
Locates witnesses and complainants.
Documents through photographic and/or written documentation evidence of any and all damage.
Conducts research into various claims, including reviewing businesses for proper licenses.
Monitors any and all necessary legislation as relates to agency specific areas of investigation.
Keeps records and makes oral and/or written reports of all investigations and/or contact with potential witnesses.

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 judicial system and legal terminology.
Knowledge of record keeping practices.
Ability to ascertain facts by personal contact, observation and examination of records.
Ability to interview those involved in investigations.
Ability to establish and maintain effective working relationships.
Ability to communicate effectively, both orally and in writing.
Ability to qualify with and use firearms, if required.

Minimum Qualifications

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

Substitution: Four (4) years of full-time or equivalent part-time paid experience working in an investigative unit performing legal research and/or interpreting policies.

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

Established: 11/24/2018
Effective: 11/24/2018