

INVESTIGATOR

General Statement of Duties and Responsibilities

Under supervision, with some latitude for independent initiative and judgement, performs professional investigations of ordinary difficulty designed to prevent or detect violations of tax laws, violations of rules and regulations of various agencies, or determine qualifications for City employment and trade licenses; performs related work.

Examples of Typical Tasks

Obtains information regarding liability of delinquent taxpayers.

Investigates individuals, corporations and/or organizations through asset searches.

Makes searches in depositories of public and private records to determine financial standing of tax debtors.

Locates violators of laws governing solicitation of funds from the public.

Locates and interviews prospective witnesses in actions in which the City or its agencies are defendants.

Verifies information concerning education, experience, and other personal qualifications bearing upon character and fitness of applicants for City employment and trade licenses.

INVESTIGATION OCCUPATIONAL GROUP [178]

INVESTIGATOR (continued)

Examples of Typical Tasks (continued)

Conducts interviews.

Serves legal process.

Assembles and verifies data and/or collection of evidence.

Examines and analyzes records and documents.

Reports results of interviews.

Prepares written and statistical reports. Utilizes computer systems to assist in the processing of investigations.

Testifies at hearings and in court proceedings.

Makes on-site field visits.

May perform surveillance.

May issue summonses and seize evidence or assets.

May be required to carry firearms.

In the absence of supervisor, may assume the duties of that position for a temporary period of time.

INVESTIGATION OCCUPATIONAL GROUP [178]

INVESTIGATOR (continued)

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college and two years of satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college; or
4. Education and/or experience equivalent to "1", "2" or "3" above.

Direct Lines of Promotion

From: Investigator Trainee
(31101)

To: Associate Investigator
(31121)