CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Investigator 2

CODE: 26212C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Uni

FUNCTION: Under general supervision from investigator 4 or investigation supervisor or administrative supervisor, inde pendently conducts field investigations (e.g., locates & interviews parties &/or witnesses, conducts surveillance, re- searches & studies reports, records & documents, verifies information given, conducts correspondence to request informa- tion, gathers evidence) of claims or contested claims, accidents, violation reports, thefts & abuses of state property, complaints &/or suspected fraud, cooperates with law enforcement officials (e.g., police, attorney general), assists in criminal prosecution & testifies in court;

PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	47-67	Independently conducts field investigations to gather confidential information concerning financial resources of patients & liable relatives to include third party payment sources at time of admission on all admissions to mental health facility, or of claims to determine eligibility of reimbursement to hospitals for care rendered to indigent persons injured in accidents on Ohio highways, or of all thefts, abuses &/or damage claims to state property within assigned transportation district, or of complaints from landowners & public regarding alleged violations of oil & gas laws, or of contested workers compensation claims from employers or employees, fraud overpayments & non-coverage claims or of any other claims, accidents, violations, complaints &/or suspected fraud (e.g., locates & interviews parties &/or witnesses; conducts surveillance day &/or night; researches & studies reports & records; verifies information; conducts correspondence to request information; gathers documentation &/or evidence; utilizes skip/trace capabilities of government agencies).	Knowledge of (1) principles of intervi ing, (2) criminal investigative method & law enforcement or investigative methods, practices & procedures, (3) federal & state laws & rules governing area of investigation*, (4) agency pol cies & procedures governing assigned area*, (5) rules of evidence*, (6) case preparation techniques; ability t (7) define problems, collect data, establish facts & draw valid conclusior (8) calculate fractions, decimals & per centages, (9) use proper research meth- ods in gathering data, (10) gather, col late & classify information about data, people or things, (11) handle sensitive inquiries from & contacts with official & general public.
2	15-21	Cooperates with law enforcement, judicial & government officials (e.g., police, attorney general, judges, Bureau of Support) to assist in criminal prosecution, repayment or other avenues of resolution & testifies in court when necessary.	Knowledge of 2, 3*, 4*, 5*, 6, (12) effective oral communication; ability to 7, 9, 10, 11.

*Developed after employment

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123:1-7-17

UNUSUAL WORKING CONDITIONS: Requires travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in principles of interviewing (or 1 mo. exp.); 1 course in criminal investigation or investigative methods, practices & procedures (or 3 mos. exp.); 1 course in case preparation techniques (or 1 mo. exp.); 1 course in effective oral communica-

TRAINING & DEVELOPMENT: On-job to learn to handle more complex investigations.

FORM ADM-4134

CLASS TITLE: Investigator 2

CODE: 26212 C

NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Investigator 2

CODE: 26212C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Uni

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	14-20	Maintains logs & records, compiles & evaluates information & prepares written report of findings &/or recommendations.	Knowledge of 5*, 6, (13) technical writing; ability to 7, 10, (14) prepare meaningful, concise & accurate reports.
4	0-18	Assists in establishing investigative procedures for unit or section.	Knowledge of 2; ability to 7, 10.

(216)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
tion (or 1 mo. exp.); 1 course in technical writing (or 1 mo. exp. writing detailed technical reports); or equivalent. Valid Driver's License.

TRAINING & DEVELOPMENT

FORM ADM-4134

CLASS TITLE: Investigator 2

CODE: 26212C