

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
SPECIAL INVESTIGATOR

SERIES NO.:
2628

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
01/15/1997

SERIES PURPOSE:

THE PURPOSE OF THE SPECIAL INVESTIGATION OCCUPATION IS TO INVESTIGATE ALLEGATIONS OF MISUSE OF PUBLIC FUNDS & PREPARE DISPOSITION OF OF ASSIGNED CASES.

THIS CLASSIFICATION SERIES IS RESTRICTED FOR USE BY THE AUDITOR OF STATE. EMPLOYEES ASSIGNED TO THIS CLASSIFICATION SERIES MUST POSSESS A VALID CERTIFICATE FROM THE OHIO PEACE OFFICER TRAINING COUNCIL PURSUANT TO SECTION 117.091 OF THE REVISED CODE.

CLASS TITLE:
SPECIAL INVESTIGATOR

CLASS NUMBER:
26281

EFFECTIVE DATE:
01/15/1997

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CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF INVESTIGATION PRACTICES & TECHNIQUES, LAWS & RULES APPLICABLE TO COMPLAINTS & ALLEGED VIOLATIONS UNDER INVESTIGATION & CASE PREPARATION IN ORDER TO INVESTIGATE ALLEGATIONS OF MISUSE OF PUBLIC FUNDS TO INCLUDE CASES OF FRAUD, FORGERY, LARCENY BY DECEPTION & OBTAINMENT OF MONEY UNDER FALSE PRETENSES, PREPARE DISPOSITION OF ASSIGNED CASES & MAKE RECOMMENDATIONS CONCERNING ALLEGATIONS & OUTLINE POTENTIAL AREAS OF CRIMINAL VIOLATIONS & FINDINGS FOR RECOVERY.

CLASS TITLE: SPECIAL INVESTIGATOR	CLASS NO.: 26281	BARG. UNITS: 050
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EFFECTIVE DATE:

01/15/1997

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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

INVESTIGATES ALLEGATIONS OF MISUSE OF PUBLIC FUNDS TO INCLUDE CASES OF FRAUD, FORGERY, LARCENY BY DECEPTION & OBTAINMENT OF MONEY UNDER FALSE PRETENSES, PREPARES DISPOSITION OF ASSIGNED CASES & MAKES RECOMMENDATIONS TO SUPERVISOR & DIRECTOR CONCERNING ALLEGATIONS & OUTLINES POTENTIAL AREAS OF CRIMINAL VIOLATIONS & FINDINGS FOR RECOVERY, LOCATES & CONTACTS SUSPECTS, WITNESSES, EMPLOYEES & COMPLAINANTS ASSOCIATED WITH ASSIGNED CASES, CONDUCTS FIELD INTERVIEWS & GATHERS EVIDENCE CONCERNING ALLEGATIONS, PREPARES SUMMARY REPORTS BASED UPON PRELIMINARY EVIDENCE COLLECTION & WITNESS INTERVIEWS, CONDUCTS SENSITIVE & CONFIDENTIAL INTERNAL INVESTIGATIONS INVOLVING EMPLOYEE WORK RULE INFRACTIONS &/OR CRIMINAL BEHAVIOR & COLLECTS CATALOGS & PRESERVES PHYSICAL & DOCUMENTARY EVIDENCE.

CONDUCTS INTERVIEWS & INTERROGATIONS; OBTAINS CONFESSIONS; CONDUCTS SURVEILLANCE; PREPARES & SERVES SUBPOENAS; PREPARES PROBABLE CAUSE AFFIDAVITS TO SERVE SEARCH WARRANTS; EXECUTES SEARCH WARRANTS (E.G., INVENTORIES PROPERTY SEIZED; DELIVERS COPIES OF SEARCH WARRANT & COMPLETED INVENTORY TO OWNER OF PROPERTY; RETURNS SEARCH WARRANT & INVENTORY TO ISSUING JUDGE); COORDINATES INVESTIGATION ACTIVITIES WITH OTHER ENTITIES (E.G., FEDERAL, STATE & MUNICIPAL AGENCIES) IN ORDER TO SHARE &/OR OBTAIN INFORMATION; COMPLETES INVESTIGATIONS ACCURATELY & IN TIMELY FASHION IN ORDER TO PREVENT SERIOUS LOSSES OF PUBLIC TAX DOLLARS.

PERFORMS EXTENSIVE DOCUMENT RESEARCH & EXAMINATION; RESEARCHES STATUTES & DETERMINES APPLICABLE SECTION OF LAW INVOLVED & DETERMINES SCOPE/DIRECTION OF INVESTIGATION; ORGANIZES & WRITES DETAILED REPORTS; OPERATES PERSONAL COMPUTER &/OR COMPUTER TERMINAL TO PRODUCE DETAILED & CONCISE REPORTS.

TESTIFIES IN COURT & ADMINISTRATIVE HEARINGS; SCHEDULES WITNESS INTERVIEWS; SCHEDULES CASE WORK ACTIVITIES; ANSWERS &/OR RESPONDS TO COMPLAINT TELEPHONE CALLS; HANDLES DISTURBANCES IN OFFICE RECEPTION AREA AS NEEDED; OPERATES TAPES RECORDER, VIDEO CAMERA & STILL CAMERA (E.G. 35 MM) TO OBTAIN EVIDENCE; TRAVELS TO ON-SITE LOCATIONS TO CONDUCT INTERVIEWS & GATHER EVIDENCE.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF INVESTIGATIVE PRACTICES & TECHNIQUES; LAWS & RULES APPLICABLE TO COMPLAINTS & ALLEGED VIOLATIONS UNDER INVESTIGATION; CASE PREPARATION; INTERVIEWING; PUBLIC RELATIONS. SKILL IN OPERATION OF PERSONAL COMPUTER &/OR COMPUTER TERMINAL*; TAPE RECORDER*; VIDEO CAMERA*; STILL CAMERA (E.G., 35 MM)*. ABILITY TO COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS CONCERNING VALIDITY OF COMPLAINTS/ALLEGATIONS; PREPARE FINAL DISPOSITION CONSISTENT WITH FINDINGS; USE PROPER RESEARCH METHODS IN GATHERING DATA; HANDLE ROUTINE & SENSITIVE INQUIRIES FROM & CONTACTS WITH COMPLAINANTS, RESPONDENTS, WITNESSES, ALLEGED VIOLATORS, GOVERNMENT OFFICIALS & CO-WORKERS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 YRS. EXP. AS COMMISSIONED LAW ENFORCEMENT OFFICER; POSSESSION OF VALID OHIO PEACE OFFICER TRAINING CERTIFICATE PURSUANT TO SECTION 117.091 OF REVISED CODE; VALID DRIVER'S LICENSE.

-OR COMPLETION OF ASSOCIATE CORE COURSE WORK IN LAW ENFORCEMENT; 3 YRS. EXP. IN LAW ENFORCEMENT; 12 MOS. EXP. IN INVESTIGATIVE PRINCIPLES & TECHNIQUES IN RELATED FIELD; POSSESSION OF VALID OHIO PEACE OFFICER TRAINING CERTIFICATE PURSUANT TO SECTION 117.091 OF REVISED CODE; VALID DRIVER'S LICENSE.

-OR 3 YRS. EXP. IN LAW ENFORCEMENT; 3 YRS. EXP. IN INVESTIGATIVE PRINCIPLES & TECHNIQUES IN RELATED AREA; POSSESSION OF VALID OHIO PEACE OFFICER TRAINING CERTIFICATE PURSUANT TO SECTION 117.091 OF REVISED CODE; VALID DRIVER'S LICENSE.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

SATISFACTORY COMPLETION OF MANDATED TOPICS BY OHIO PEACE OFFICER TRAINING COUNCIL.

UNUSUAL WORKING CONDITIONS:

REQUIRES TRAVEL; EXPOSED TO CONFINED AREAS WHEN CONDUCTING SURVEILLANCE; MAY BE EXPOSED TO PHYSICAL HARM WHILE SERVING WARRANTS & SUBPOENAS; MAY INTERVIEW WITNESSES & SUSPECTS IN HIGH CRIME AREA; MAY RECEIVE THREATS FROM SUSPECTS.