



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: Sheriff's Background Investigator | NEW: _____ | REVISED: X |
| | (Please check one) | |
| REPORTS TO: Sergeant | FLSA: Non-Exempt | DATE: 01/24 |
| DEPARTMENT: Sheriff | | JOB CODE: 500 |

SUMMARY:

Under general supervision of a Sergeant, or designee, conducts and compiles professional background investigations for candidates and prospective employees by interviewing current and/or previous employers, supervisors, co-workers, associates, neighbors, law enforcement officials, military personnel, family members, and personal references; prepares reports on findings; completes detailed and neatly organized background investigation reports; makes recommendations as to background findings; may assist in training and/or leading staff involved in the above work; and performs other related duties as required by direction or assignment.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Reviews completed forms and documents submitted by prospective candidates, checking for inconsistencies, errors, omissions, falsifications, and minimum requirements to ensure accuracy and completion before beginning initial candidate interview.
- Interviews candidates for employment regarding information provided to the department throughout the hiring process and makes additional inquiries to assist in determining credibility of statements and documents.
- Performs background investigations which may include researching criminal history records, conducting neighborhood personal reference checks, reviewing military service records, obtaining/reviewing credit reports, verifying U.S. citizenship, securing proof of education, reviewing automobile driving record, and verifying the applicant's employment history.
- Obtains and reviews available law enforcement records from federal, state and local law enforcement agencies, including where candidates have resided or worked, to determine if candidates had any interactions with the agencies. This interaction may include being a witness, victim, suspect, or perpetrator of any crime.

- Interview previous and current employers, supervisors, co-workers, family, personal references, associates, neighbors, law enforcement officials, military personnel as needed.
- Meets regularly with department supervisors and/or candidates to keep them apprised of the status of the investigations.
- Prepares detailed summary of information based upon objective analysis and evaluation of candidate's background and interviewee statements, as measured against requirement standards as set forth by the County and the department.
- Prepares final background investigation package, which includes detailed and complete summarization of statements made by the applicant and each person interviewed in order to allow a reviewer to draw reasonable and logical conclusions about the applicant, for administrative presentation by organizing all investigative material in accordance with established procedures for review and final recommendation.
- Makes recommendations as to background findings.
- Assists in training and/or leading staff involved in all of the above work.
- Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of legal processes and terminology.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of the principles and practices of personnel management particularly as they relate to applicant recruiting and employee selection procedures.
4. Knowledge of EEOC regulations; Affirmative Action requirements; ADA guidelines; laws pertaining to criminal history reports and credit reports, and other federal and state employment regulations.
5. Knowledge of issues, policies, and laws related to confidentiality of applicant packets and personnel records and handling requests for information on candidates.
6. Advanced knowledge of principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents, personal privacy of candidates, or other confidential information contained in any file documents.
7. Advanced knowledge of the established minimum qualifications for applicants being investigated for positions involving considerable public trust.
8. Advanced knowledge of research methods and procedures necessary for the completion of comprehensive background investigations.
9. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
10. Ability to learn and apply documents and terminology affecting assigned functions.
11. Ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
12. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
13. Ability to work independently and as part of a team.
14. Ability to multi-task and successfully prioritize a large workload.

15. Ability to maintain a high level of accuracy and attention to detail.
16. Ability to utilize sound reasoning, as well as ability to make sound decisions.
17. Ability to work well with other employees, entities, and the public.
18. Ability to effectively conduct a comprehensive interview to secure complete and accurate information and to report all relevant facts objectively and without bias.
19. Ability to maintain a professional demeanor and act with considerable discretion and patience in conducting background investigations.
20. Ability to organize and present clear oral and written reports of findings and recommendations.
21. Ability to establish and maintain effective working relationships with employees, other agencies or entities, the public, and others contacted in the performance of assigned duties, and the public as necessitated by the work.
22. Ability to travel and safely operate a vehicle as needed; however, travel outside of mid-Missouri is limited.
23. Knowledge of issues, policies, and laws related to confidentiality of personnel records, handling requests for information on candidates.
24. Skill in writing reports and business correspondence.
25. Skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
26. Skill in keyboarding and the use of standard office equipment.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary; however, often required to conduct interviews in the field. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. At times, the position will be required to work in the field while traveling, conducting interviews, and conducting background investigations so the environment is ever changing.

This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Must be 18 years of age or older.
- Must not have any felony convictions or convictions for crimes involving moral turpitude.
- Must not have other criminal convictions within the last two (2) years, excluding minor traffic violations.
- Vision acuity correctable to 20/40 in at least one eye; and possess vision to read a computer screen and printed materials.
- Must be able to interact with the public and possess hearing and speech abilities to communicate in person and over the telephone.
- Must possess a valid driver's license at time of application and a valid Missouri driver's license at time of appointment.
- Proficient knowledge of the English language, to include:
 - grammar, punctuation, and spelling;
 - oral and written communication;
 - reading comprehension.
- Applicant must pass a pre-employment drug screen.
- Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

Experience working in human resources or law enforcement.

Experience conducting investigations, ideally conducting background investigations.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skills that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skills may change at any time with or without notice.