



Background Investigator

DEPARTMENT: Police **SUPERVISOR:** Police Chief
CLASSIFICATION: Non-Exempt **PAYROLL:** M

POSITION SUMMARY: Conduct thorough and comprehensive background investigations into personal history, criminal history, employment history, character, and financial status of prospective law enforcement candidates and civilian applicants for jobs within the Stayton Police Department and the City of Stayton. Individuals in this position operate independently with general direction.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Conduct personal interviews of candidates regarding suitability, including associated professional / personal references and document interactions.
- Utilize established investigative procedures and techniques to properly vet candidates prior to employment.
- Research personal, professional, criminal, and educational history to determine suitability.
- Conduct interviews with applicants, references, neighbors, and former employers. Preference for in-person interviews as available and appropriate.
- Review, verify, and analyze resumes, applications, and legal documents.
- Compile and prepare detailed written reports that provide concise information regarding a candidate's suitability for a career in law enforcement.
- Maintain confidentiality, data integrity, and comply with all related city, state and federal standards related to confidentiality.
- Be available to discuss the progress of the background with Police Admin as the need arises and follow up discussions should they be needed in addition to written reports.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

QUALIFICATIONS

Ability to perform essential duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma, GED or equivalent plus five or more years of experience conducting background investigations for law enforcement agencies or any satisfactory combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the above duties.
- Ability to gather, preserve, and present relevant and pertinent testimonies without arising undue or undesirable comment among employers, friends, business agents, or neighbors.
- Knowledge to interpret and apply Oregon State statutes and State and Federal regulations.
- Ability to write and speak clearly, concisely, accurately, and informatively, exercising mature judgement and courtesy in a wide range variety of public contacts.
- Skill to communicate effectively both orally and in writing with diverse customers, employees, contractors, and other agencies, public officials, and the public.

PREFERRED QUALIFICATIONS

- Previous law enforcement experience.
- Extensive experience conducting complex background investigations.
- Associate degree or specialized training equal to two years of college.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lit, heated, and ventilated.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Requires frequent travel.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying light items, such as papers, laptop bag, or small parts; or driving an automobile. No special physical demands are required to perform the work.

SUPERVISION

- Works under the general supervision of the Police Chief.
- No supervision / leadership exercised.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Background Investigator

Date

Police Chief

Date