

GENERAL DESCRIPTION OF CLASS

The INVESTIGATOR 3 investigates a variety of civil and criminal activities. These activities are often unrelated to the employing agency's statutes and rules and are frequently multi-jurisdictional. Also, the Investigator 3 gives primary investigative or trial support to an attorney.

DISTINGUISHING FEATURES

This class is the third of a four level series. The diversity of issues investigated (e.g., antitrust, unlawful trade practices, financial fraud, breach of fiduciary duty, breach of contract, patient abuse and neglect, employee theft or other major misconduct) distinguish it from the lower level. Investigations regularly deal with issues beyond the employing agency's program governing statutes and regulations. In addition, they have either a greater focus on criminal prosecution or civil cases involving large monetary claims. The Investigator 3 regularly helps attorneys prepare a variety of cases. The lack of focus on criminal activity with wide-spread critical public attention, especially as related to organized crime and criminal misuse of public office, distinguish it from the higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Case Review

Receives investigation referral or attorney request for trial or other investigative support and any supporting information. Identifies legal issues, decides jurisdiction and plans the scope, timing, and direction of the inquiry. Confers with other law enforcement or regulatory jurisdictions to identify additional evidence or information needed or to coordinate the investigation. As appropriate, refers case to other law enforcement or regulatory jurisdictions. Identifies principals and witnesses to be interviewed and records or other evidence to be examined.

2. Investigation

Gathers and preserves evidence and conducts fact finding according to the rules of evidence. Questions individuals, observes activities, and collects physical evidence. Reviews business and financial records to get needed information. If needed, requests and serves search warrants and subpoenas.

Constructs, organizes and details complex financial transactions from disorganized or incomplete records. Coordinates examination of case principals or evidence with specialized professionals (e.g., polygraph examiner, fingerprint expert, criminologist, real estate appraisal or health care professionals).

Completes investigation including addressing each distinct issue and any new issues that arise during the investigation. At request of prosecuting attorney, helps in criminal prosecutions arising from the discovery of criminal activity during a noncriminal investigation. Assesses statements of potential defendants, other parties, witnesses, and documentation and other evidence for effectiveness in court or to close case.

Decides sufficiency of information and evidence. Recommends referral of case for civil or criminal

action or proposal for resolution. Presents approved settlement proposals to involved parties. These include attempts to resolve some allegations of unlawful activity without resort to litigation. Convinces them to accept resolution. Writes investigation report sufficient for use in court, before a grand jury, or at an administrative hearing. Testifies as necessary.

3. Trial Support

Assimilates and organizes technical materials for the trial attorney's use. Prepares witnesses, including those who are hostile or disinterested, for testimony. Prepares trial lists of witnesses with summaries of expected testimony and predicted effectiveness. Identifies and prepares physical and documentary evidence connected with the case. Develops exhibits to aid the explanation of difficult concepts to the jury. Consults with attorney during jury selection.

4. Miscellaneous

Prepares and gives professional training in the area of unlawful activities to personnel of local jurisdictions and other State law enforcement and regulatory agencies.

Participates in and may lead multi-agency, multi-jurisdictional investigations. Assists other law enforcement agencies to prepare documents and present evidence to district attorneys, other law enforcement agencies and courts regarding unusual or difficult enforcement investigations.

RELATIONSHIPS WITH OTHERS

The Investigator 3 has daily in-person and telephone contact to get information from people or organizations under investigation or who may have information relevant to the investigation. The employee also has regular in-person and telephone contact with personnel of various local, State and Federal officials, including law enforcement and investigative agencies, to exchange information or coordinate investigations.

The Investigator 3 has regular in-person contact with attorneys as part of a team to resolve cases, often requiring immediate court action. The employee has occasional in-person contact with judges, attorneys, juries, and others involved in court proceedings when testifying in court.

SUPERVISION RECEIVED

The Investigator 3 works under general supervision. Assignments are verbal and written. Periodic work review is for thoroughness, accuracy, timeliness and effective coordination with other law enforcement and regulatory agencies.

KNOWLEDGE AND SKILLS (KS)

General of the principles, methods, and laws of investigation such as determining plan of inquiry, interviewing, surveillance, undercover observation and interrogation.

General knowledge of the rules of evidence, including legal sources of obtaining information, search and seizure, chain of custody and legal sufficiency of evidence.

General knowledge of common business practices and records, including financial records.

Basic knowledge of applicable State and Federal laws, administrative rules, and case law.

Basic knowledge of applicable terminology, practices, and procedures of professional fields other than legal (e.g., medical, dental, accounting).

Basic knowledge of the judicial system.

Basic knowledge of corporate and governmental organizational structures and interrelationships.

Skill in evaluating complaints, identifying legal issues and determining jurisdiction.

Skill preparing various legal and technical documents and abstracts.

Skill in interviewing and questioning witnesses.

Skill in preparing written reports.

Skill in testifying.

Skill in orally describing the development of an investigation and explaining provisions of laws and rules.

Skill applying relevant precedents and laws.

Skill in reading and interpreting technical or professional records and reports.

Skill in reconstructing business transactions.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 7/97

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division