

INVESTIGATOR 2**Nature of Work**

Under general supervision, performs full-performance level work by obtaining evidence of reported fraud or violations of the rules and regulations of a state agency or of state or federal laws or involving claims for damages by or against a state agency. Involves direct public contact work as well as contact with insurance company representatives and lawyers. Work requires the use of a personal automobile for travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous. Performs related work as required.

Examples of Work

- Conducts field investigations to ascertain facts and obtain evidence on reported violations; obtains statements concerning alleged violations.
- Explains the law or other agency regulations to the party in violation to secure voluntary compliance.
- Checks business records to determine amount of tax due to the state and collects delinquent accounts.
- Initiates prosecution of violators and testifies in court as an expert state witness.
- Investigates business and professional establishments for proper licenses and cites violations.
- Keeps records and makes oral and/or written reports of all investigations.
- Locates witnesses and obtains facts and evidence needed by attorneys in litigation of cases.
- Conducts legal research and locates the section of the West Virginia Code that covers the complaint under investigation.
- Interviews complainants and witnesses using prescribed procedures.
- Reviews and scrutinizes subpoenaed financial records, documents and records for securities violations.
- Performs internal audits to determine misuse of time, funds and/or equipment.
- May investigate claims against the state; may prepare reports and evidence for the Grand Jury.

Knowledge, Skills and Abilities

- Knowledge of established and effective methods of investigation.
- Knowledge of state and federal laws and the rules, guidelines and regulations pertaining to the assigned agency.

INVESTIGATOR 2 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of the criminal justice system and legal terminology.

Knowledge of record keeping practices.

Skill in oral and written communications.

Ability to investigate possible law violations in areas such as election law fraud, consumer complaints, auto dealerships, agricultural law, securities, health service providers, unemployment claim fraud, and on-going highway projects.

Ability to ascertain facts by personal contact, observation and examination of records.

Ability to interview or interrogate those involved in investigations.

Ability to effectively explain and interpret pertinent provisions of laws and regulations.

Ability to enforce laws, rules and regulations with firmness and impartiality.

Ability to write clear and concise reports.

Ability to establish and maintain effective working relationships with the public.

Ability to qualify with and use firearms if required.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Experience as described below may be substituted on a year-for-year basis for the required training.

Experience: Two years of full-time or equivalent part-time paid experience in investigative work.

Special Requirements: Possession of valid West Virginia driver's license and the availability of an automobile may be required. Qualification to possess and use firearms may be required.

Established: 11/21/91
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