

JOB DESCRIPTION INVESTIGATOR

Nature of Work

Under limited supervision, performs advanced level work by obtaining evidence of reported violations of the laws administered by the West Virginia Ethics Commission. Involves direct contact or interaction with the public; local, state and federal officials; and, attorneys. Performs the most complex and sensitive investigations undertaken by the Commission and may serve as a lead worker to other investigators or other employees. Oral and written reporting is required. Summary report/recommendation required at close of each investigation. Work requires the use of a personal automobile for travel. Employee is subject to on-call status during non business hours. Performs additional duties as assigned.

Examples of Work

Conducts complex investigations to ascertain facts and obtain evidence on reported violations; obtains statements concerning alleged violations. Maintain and protect the confidential nature of the investigative process. Explain the law or other agency regulations to the party in violation to secure voluntary compliance. Assist in the initiation of complaints and preparing subpoenas. Tracks complaint matters under investigation and provides reports reflecting the status of investigations. Locates witnesses and obtains facts and evidence needed by attorneys in administrative 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 financial records, documents and records. Performs audits to determine misuse of time, funds and/or equipment. Makes presentations before the West Virginia Probable Cause Review Board or Ethics Commission, or both. Assists with intake calls and citizen inquiries.

Knowledge, Skills and Abilities

Knowledge of established and effective methods of investigation.

Knowledge of laws administered by the Ethics Commission, state and federal laws and the rules, guidelines and regulations pertaining to the Ethics Commission.

Knowledge of the criminal justice system, administrative complaint procedure, and legal terminology.

Knowledge of record keeping practices.

Skill in oral and written communications.

Ability to investigate possible violations of Ethics Act and other laws administered by the Commission.

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

Ability to interview or interrogate parties and witnesses.

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 prepare clear and concise reports.

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

Computer skills, including Microsoft Word, Excel and email required.

Excellent writing and research skills required

Minimum Qualifications

Training: An Associate's Degree and three years of full-time or equivalent part-time paid experience in law enforcement investigative work or as an insurance claims adjuster is required. A four-year degree from a regionally accredited college or university is preferred. Graduation from a four year college or university is preferred.

Special Requirements: Possession of valid West Virginia driver's license and the availability of an automobile.