

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Investigator 1

Definition

Performs, in a training capacity, a variety of entry-level general or criminal investigative, administrative, litigation support duties involving planning, fact-finding, and reporting of fraudulent or misconduct activities in programs administered by state agencies and activities of moderate complexity within a public defender field office; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Observes and assists journey-level investigators in the investigation of potential fraud, misconduct, and/or benefit payment error situations to obtain the facts and evidence required to obtain recoupment of overpayments or to determine if fraud or misconduct has occurred requiring further administrative action.

Analyzes complaints, allegations, benefit records from other states, and audit referrals to determine the scope, timing, and direction of an investigation by identifying the issues involved and the types of evidence needed to comply with state and federal rules of evidence.

Learns to gather facts through fact-finding interviews, subpoena of records, observation, surveillance of individuals or locations, informant leads, and analysis of agency records to document and verify the accuracy and authenticity of evidence for use in administrative hearings and/or criminal trials.

Works in conjunction with agency staff, Division of Criminal Investigation, other state departments, local law enforcement agencies, U.S. Postal Authorities, Federal Bureau of Investigation, and Iowa and U.S. Attorney General staff to conduct cooperative investigations.

Assists attorneys in gathering and organizing evidence and testimony in preparation for depositions and trials.

Serves subpoenas; interviews potential witnesses; locates persons of interest; and identifies sources of expert consultation in preparation for trial.

Testifies at administrative, district court, and grand jury hearings to present facts and evidence bearing on cases investigated.

Serves as trial assistant and defense witness liaison during trials, assisting attorney to marshal evidence and witnesses, communicates with clients and family members, and aids in jury selection decisions.

Attends hearings, meetings, and related activities on behalf of juvenile court clients.

Conducts placement visits for guardian ad litem clients and related activities; conducts interviews with service providers for guardian ad litem clients and related activities.

Prepares detailed records and reports on the status and disposition of cases of overpayment, misconduct and fraud statistics on recoupment of funds, prosecutions, pending cases and other disposition of cases.

Conducts benefit payment cross-match audits involving Iowa benefits and those administered by neighboring states to determine if overpayment or fraud has occurred and to make recommendations for prosecution and follow-up of disputed allegations.

Assists Public Defender Chief Investigator in training activities and supports investigator intern program.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

Skills:

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in law enforcement, corrections, criminology, police science, accounting, finance, or law.
- 2) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to one year of full-time work requiring knowledge in law enforcement, corrections, or criminal investigation.
- 3) Four years of full-time work experience as an investigator requiring knowledge in law enforcement, corrections, or criminal investigation.
- 4) A total of four years of education and/or full-time experience (as described in number three), where thirty semester hours of accredited college or university course work in law enforcement, corrections, criminology, police science, accounting, finance, or law equals one year of full-time experience.
- 5) Current, continuous experience in the state executive branch that includes two years of full-time, journey-level work in agency unemployment insurance, public assistance benefit programs, law enforcement, corrections, or administrative hearings procedures.

Notes

Some positions in this class may require an applicant to have the ability to pass a background investigation.

Effective date: 05/22 SA