

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## INVESTIGATOR 3

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### DEFINITION

Exercises limited peace officer responsibilities under Chapter 10A, Chapter 212, Chapter 99, or Chapter 99G of the Code of Iowa or coordinates a statewide investigation program. Performs a variety of general and criminal investigative, administrative, and litigation support work involving planning, fact-finding, reporting, and related activities of substantial complexity within a public defender field office; serves as principal advisor to the State Public Defender on investigative issues; performs related duties as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Investigates reported and suspected violations of state and federal laws and rules; determines whether probable cause exists for action.

Coordinates, designs, and conducts training activities for all public defender investigators.

Reviews applications for investigator positions and advises State Public Defender on selection.

Conducts visits to public defender field offices and advises public defender supervisors and investigators on the best use of investigative resources.

Conducts or assists other Investigators in the investigation of potential fraud or overpayment situations perpetrated by clients, recipients, employers, agency staff or service providers; provides the facts and evidence required to obtain recoupment of overpayments and to determine if fraud has occurred.

Coordinates a statewide investigation program involving accountability for budget and records management activities indicating the status and disposition of funds, and cases investigated.

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

Gathers information through fact-finding interviews with witnesses, clients, recipients, staff, employers and service providers, subpoena of records, covert investigations, and surveillance; documents and verifies the accuracy and authenticity of evidence for use in administrative hearings and criminal trials.

Coordinates investigations with law enforcement agencies, regulatory agencies and other relevant entities; presents cases to prosecutors within the proper venue.

Acts as a resource person to law enforcement agencies with the application and execution of arrest and search warrants.

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

Attends staffing, 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.

Conducts internal audits, administrative review and special investigations to maintain internal security within an agency.

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

Conducts investigations into potential overpayments, fraud, or misrepresentation in the sale of lottery tickets; obtains facts and evidence necessary to establish probable cause.

Conducts investigations of reports of stolen lottery tickets, sales of illegal lottery products, misrepresentation by retailers, and other complaints.

### **COMPETENCIES REQUIRED**

Knowledge of the basic principles and techniques of investigation including areas such as interviewing, fact-finding, accessing data sources, surveillance, or covert investigations.

Knowledge of what constitutes a violation of the applicable criminal statute, and the state and federal laws, rules and regulations governing state/federally funded programs and related confidentiality and Privacy Act laws.

Knowledge of Iowa criminal and juvenile justice code, and basic legal research techniques.

Knowledge of the functions, jurisdiction and relationships between other federal, state and local law enforcement agencies and the need to share information with them concerning cases for which they have primary responsibility.

Knowledge of court and administrative hearing procedures and practices and rules of evidence as they apply to the specific type of investigation being conducted.

Ability to plan, organize and conduct thorough and complete investigations and to adapt investigative methods, techniques and procedures to specific situations.

Ability to observe and record facts accurately about persons, objects and events.

Ability to compile and summarize data and prepare records and reports of facts in a clear, logical and objective manner.

Ability to apply and interpret state and federal laws, rules and regulations relating to specific state/federal programs for which investigations are conducted.

Ability to testify in court and administrative hearings as to the investigative findings in an accurate, credible, and professional manner.

Ability to understand and analyze business, commercial, industrial and agency records relative to the specific program areas for which an investigation is being conducted.

Ability to assess the credibility of the information/evidence collected during an investigation.

Ability to develop and use investigative techniques and procedures involving surveillance, cover investigations and fact-finding.

Ability to operate and utilize computerized data based systems containing law enforcement information and information databases.

Ability to identify issues which require proactive solutions.

Ability to adapt own approach to changing situations and to change or easily accept changes in own organization or job requirements.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to deal confidentially with legally privileged and sensitive information.

Skill in problem solving.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with major course work in law enforcement, corrections, criminology, police science, accounting, finance or law and experience equal to two years of full-time work in law enforcement, corrections or criminal investigation;

OR

graduation from an accredited four-year college or university with a major in an area not listed above and experience equal to three years of qualifying work;

OR

a combination of education and experience, substituting one year of qualifying full-time experience for each thirty semester hours of general college or university coursework;

OR

employees with current continuous experience in the State executive branch that includes experience equal to twelve months of full-time work as an Investigator 1 or 2, or in a comparable position involving investigative work experience.

#### **NECESSARY SPECIAL REQUIREMENT**

Applicants for positions in the Department of Inspections and Appeals must undergo a background investigation which includes a criminal history check and a dependent adult and child abuse registry check.

#### **NOTE**

As required for entry into the Iowa Law Enforcement Academy for designated positions, successful applicants must be of good moral character as determined by a thorough background investigation and not have been convicted of a felony or a crime of moral turpitude; applicants must be a United States citizen.

Positions at the Office of the State Public Defender are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Office of the State Public Defender.

Some positions may require a valid driver's or chauffeur's license.

Effective Date: 04/15 KF