

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

Special Investigator

Definition

Performs general and criminal investigation of insurance fraud and ancillary crimes; exercises full peace officer responsibilities under Iowa Code Chapters 802, 808, and 507E; 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

Analyzes complaints or allegations; determines the scope, timing, and direction of an investigation; identifies the issues involved and the type of evidence needed to comply with state and federal rules of evidence.

Identifies and pursues investigative leads relating to cases under criminal investigation; obtains the facts and evidence required to determine if fraud has occurred.

Conducts interviews to gather information relating to cases under criminal investigation; determines probable cause.

Locates, collects, evaluates, and secures evidence; maintains a legal chain of custody of evidence.

Prepares and presents testimony clearly and concisely to the district court, grand jury, administrative hearing, and similar or related proceedings.

Briefs State and United States attorney, county attorneys, and regulatory agencies on issues, facts, and testimony pursuant to cases under investigation.

Prepares investigative reports, subpoenas, sworn statements, case tracking documents, and related documentation.

Develops and utilizes sources of criminal intelligence and other sources, including confidential contacts.

Conducts covert investigations and surveillance.

Pursues, apprehends, and makes arrests for criminal violations established as the result of an investigation pursuant to the Iowa Code, within the authority of the investigative entity.

Prepares and executes search warrants.

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

Conducts background investigations and law enforcement instructional programs.

Competencies Required

Knowledge:

- 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.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- 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.
- Near Vision – See details at close range (within a few feet of the observer).
- 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.
- 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).
- 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.

Skills:

- 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.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- 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, criminal justice, criminology, police science, accounting, finance, or law, and experience equal to five years of full-time law enforcement work as a sworn officer.
- 2) Graduation from an accredited four-year college or university with a degree in a field of study not listed in number one and experience equal to six years of full-time law enforcement work as a sworn officer.
- 3) A combination of ten years of education and full-time experience (as described in number one), where thirty semester hours of accredited college or university course work equals one year of full-time experience

Notes

All applicants must be United States citizens and must be able to successfully pass a background investigation, psychological testing, and thorough medical examination as a condition of accepting a position in this job class.

All applicants must have served as a sworn law enforcement officer with a minimum of five years of criminal investigation experience. If an applicant is not recognized by the Iowa Law Enforcement Academy (ILEA) as a currently certified law enforcement officer, then the applicant must successfully obtain a current certification recognized by ILEA as a condition of accepting this position.

Effective date: 06/14 SA