

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4134

TITLE: POLICE BACKGROUND INVESTIGATOR

GRADE: S-20

DEFINITION: Under general supervision, conducts criminal background investigations of applicants seeking employment for the police department; interviews applicants and evaluates employment feasibility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Conducts thorough background investigations through interviews with applicants or related parties;

Verifies references, reports, evaluations and/or other documents in conjunction with the background investigation;

Assists in recruiting prospective applicants;

Assists in testing and processing applicants;

Prepares written recommendations and reviews comprehensive background summaries with supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of the principles and techniques of Police investigative principles and interview techniques;

Knowledge of principles and practices of Police procedures;

Knowledge of statistical methods;

Knowledge of equal employment opportunity laws;

Ability to present ideas effectively both orally and written form;

Ability to conduct detailed analytical evaluations and to prepare related reports and recommendations.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
an Associates Degree with major course work in Human Resources, Police Science or related field;

PLUS 3 years experience in investigations or law enforcement.

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CERTIFICATES AND LICENSES REQUIRED:

Certification as a Virginia Criminal Information Network (VCIN) Operator Level B;

Possession of a valid Motor Vehicle Driver's License;

May be required to provide copies of driving record periodically for verification of driving status.

NECESSARY SPECIAL REQUIREMENTS:

None

ESTABLISHED: September 29, 2009