

CITY OF LINCOLN
POLICE BACKGROUND INVESTIGATOR
Seasonal – Part Time

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the direction of the Chief of Police, performs pre-employment background investigations for the Police Department; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Police Background Investigator is a non-sworn, seasonal part time safety position which conducts thorough and objective investigations as needed, of Police Department applicants in order to determine employment suitability. Incumbents perform a full range of complex, confidential and sometimes specialized background duties. This classification is distinguished from the next higher classification of Chief of Police in that the latter is responsible for overseeing all functions and operations of the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Chief of Police. Incumbents do not exercise supervision nor do they direct other staff members.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conduct investigations into applicant's background to determine suitability for position sought.
- Review documents pertaining to applicant's work history, criminal history, financial and credit history, and personal and professional references.
- Interview references.
- Verify corroborative or contradictory information.
- Use all potential resources such as internet, public and law enforcement databases and other applicable agencies.
- Record all information from assigned investigations.
- Prepare reports on obtained information, which demonstrate qualifying or disqualifying information

as recognized by POST.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of volunteer activities. This position also requires grasping, repetitive hand movement when using a computer keyboard. Additionally, the position requires near and far vision in reading. Acute hearing is required when providing phone and personal service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for Police Department Investigator.)*

Education, Certification and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Background Investigator**.

A typical way of obtaining the required qualifications is five years of sworn law enforcement experience and a minimum of two years of investigation experience.

A high school diploma or equivalent.

Background Investigators POST certification required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties as a volunteer.)*

Knowledge of:

Basic principles of police investigation methods and procedures, interviewing and interrogation techniques, Federal and State Government Code, Labor Code, Americans with Disability Act, of customer service; effective communication skills; basic methods and techniques of police operations; modern office equipment including a computer and applicable software; proper English, spelling and grammar; and standard safety practices.

Ability to:

Analyze information and situations objectively; work effectively with applicants; prepare accurate and grammatically correct documents; decipher relevant information regarding an applicant's personal history; effectively manage details; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate modern office equipment such as office computer and software applications.

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| Salary Range: | Police Non Sworn Range 12 |
| FLSA: | Non-Exempt |
| Employee Group: | POA |
| Adopted: | |