

INTERNAL INVESTIGATOR - SCHOOLS

Code No. 4-09-104
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at a school district, is responsible for the investigation of internal issues such as allegations of fraud and conflicts of interest on the part of district employees, and other internal staff members. The duties are performed independently, with wide leeway allowed for judgment and decision making. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts investigations of allegations of fraud, conflicts of interest, improprieties, and criminal activities by district employees and contracted employees;

Conducts internal investigations of violations of district policy, procedures, rules and regulations;

Collects and processes evidence related to employee misconduct and incidents;

Maintains security of scenes and the preservation of evidence;

Interviews witnesses and other persons with knowledge of the case to determine investigative steps to follow;

Develops written statements of facts and investigative reports;

Maintains written records of all investigations and interviews, completes related forms, organizes and summarizes in writing the details of an incident, keeps notes on investigative activities;

Conducts background checks of new hires for selected positions, and contacts other school districts for related information;

Testifies at hearings and legal reviews, depending on level of violation;

Acts as liaison between district and local, state, and federal law enforcement agencies, court personnel, and other school district staff;

Monitors criminal cases involving district employees that are sent to grand jury;

Maintains logs or other records of investigative cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of commonly encountered local, state and federal laws as pertaining to internal investigations; good knowledge of persons' legal rights; good knowledge of school district rules, regulations, policies and procedures; good knowledge of proper investigative techniques; working knowledge of Penal Law; working knowledge of the criminal justice system; ability to summarize information verbally; ability to communicate with all types of people clearly, concisely and at their intellectual level; ability to listen and comprehend verbal information provided by all types of individuals; ability to comprehend written information including laws and legal terminology; ability to make quick and accurate decisions; ability to recall facts and details and recognize useful information; ability to recognize discrepancies in information presented; ability to secure and maintain evidence and files for the duration of an investigation; ability to document findings; ability to secure appropriate information while conducting background checks; ability to testify at hearings and legal reviews; ability to recognize potentially dangerous situations; ability to secure the cooperation of others in stressful situations; ability to provide testimony; ability to work independently; ability to learn job-related material through verbal and written instruction; ability to complete forms and write reports in an accurate, clear, and legally sufficient manner; ability to maintain logs and records; ability to communicate both orally and in writing; good judgment;

physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years paid full-time or its part-time equivalent experience as a police officer, or as a private investigator or similar professional* investigator position; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years paid full-time or its part-time equivalent experience as a police officer, or as a private investigator or similar professional* investigator position: OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as a police officer, or as a private investigator of similar professional* investigator position; OR
- (D) An equivalent combination of education and experience defined by the limits of (A), (B), and (C) above.

*Professional, for the purposes of these minimum qualifications, does not include clerical/secretarial, maintenance, or similar experience.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: October 2, 2008

REVISED: October 9, 2014