

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: BACKGROUND INVESTIGATOR

Department: Police	FLSA Status: Non-Ex
Employee Group: Non-represented	Salary Grade:
FTE Status: Part Time – Less than 20 hours	Date: January 2019

GENERAL FUNCTION:

This position reports to the Investigative Police Captain, and is responsible for conducting a comprehensive pre-employment background investigation of candidates for employment positions within the West Linn Police Department. Job responsibilities include providing guidance on issues pertaining to background investigations, an evaluation of the background candidate's potential for hire and provide a detailed written evaluation of the candidate's background upon completion of the investigation.

DUTIES AND RESPONSIBILITIES:

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform:

- 1) Contribute to a positive work environment.
- 2) Maintains a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Prepare and maintain an investigative file for the duration of the investigation.
- 4) Review all documents submitted by the candidates to include the Statement of Personal History for accuracy, omissions and inconsistencies.
- 5) Conduct records check of applicants. The records check may include but not be limited to: LEDS/NCIC, DMV, Citation Files, Warrants, WebClass, IRS, Social Security, military records, local Police Departments and Police Departments where the applicant has resided.
- 6) Send appropriate questionnaire to personal and employment references and to police agencies where the applicant has resided.
- 7) Interviewing of applicant and references to verify information as well as to explore any discrepancies that may exist.
- 8) Prepare narrative report and summary of findings

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SPECIFICATIONS:

1. Job Preparation:

Minimum of two (2) years as a Police Detective or a Corporate Investigator, including experience with complex investigations and with investigative interviews and interrogations.

2. Supervision:

Work is performed independently with the Investigative Police Captain providing general direction and supervision.

3. Communication:

This position requires frequent communication with City residents, other police departments, government entities, professional service firms, the general public and other employees. Communication is frequently complex and regularly involves confidential or sensitive information.

4. Cognitive Functions:

Must be able to evaluate and provide written recommendation (summary of findings) to the Police Captain, on the potential hiring of candidates for employment.

Must have ability to communicate effectively in oral and written form.

5. Working Conditions:

Most work is performed in a standard office environment during normal business hours. Field work is limited to residential and/or employer visits. May be required to drive to interviews.

6. Resource Accountability:

Will be required to maintain and keep safe personal identifying information about prospective employees. All documents will be turned over to the police department at the conclusion of the investigation.

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The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the City as it deems necessary for the efficient and orderly operation of the Department.

Employee

Date