

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: BACKGROUND INVESTIGATOR (Job Code 78).

GENERAL STATEMENT OF JOB

Under the direction of a Police Department Division or Bureau Commander performs specialized investigative work to establish the employment suitability of applicants for positions in all City departments. Work involves the accurate, efficient and effective handling of pre-employment background investigations. This is highly responsible work of a technical, analytical nature. Duties involve research and retrieval of information from a variety of local, state, national government and private computerized databases and information systems. All work is performed in compliance with Police Department policy, City of Margate Civil Service regulations, City ordinances, State of Florida and Federal statutes and regulations. Due to the sensitive and confidential nature of information processed, employees in this class exercise considerable discretion and are bound by strict confidentiality concerning the duties performed.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Conducts thorough pre-employment background investigations pertaining to the suitability of applicants for employment in all city departments as well as candidates for employment with the NW Focal Point Senior Center, including but not limited to driving history, criminal history, credit history, employment history, and education.

Works in conjunction with the Human Resources Department to efficiently and systematically conduct pre-employment background investigations in the manner prescribed by each individual City department.

Works in concert with the Human Resources Department in order to sequentially schedule pre-employment processing steps.

Performs information gathering duties using computers, directories, telephonic and personal interviews, etc., notifying appropriate personnel regarding investigative status, significant developments and completion timetables.

Prepares comprehensive background summaries of applicants for administrative review.

Conducts truth verification examinations using the Computer Voice Stress Analysis (CVSA) instrument, personal interview and other methods.

Acts as a liaison between the police administration and department candidates who are being processed for employment.

Prepares and maintains various records and reports, i.e., processing, sorting, verifying accuracy, and filing such in accordance with established policies. Prepares a monthly report.

Handles material and information considered to be confidential and sensitive in nature and prepares requests for records related to the Personnel Unit in accordance with department directives, City of Margate policy and Florida public records laws.

Responsible for annual review of unit general orders and standard operating procedures according to accreditation standards.

Responsible for computerized data input, record keeping and unit correspondence, reports, and statistical data generated.

Maintains current knowledge of trends and developments in pre-employment background investigations as well as associated legal and administrative authorities.

Attends job fairs and conducts other recruitment activities for the Police Department.

Performs related work as required.

Performs Emergency Response duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent. Must possess a minimum of two (2) years' experience in an investigative or closely related position involving analytical work and the production of technical reports. Previous law enforcement and CVSA experience. Experience and proficiency with Microsoft Word, Excel, and Outlook is required. Must possess a CVSA operator certification or ability to obtain certification within one (1) year of employment. Must possess and maintain a valid Florida Driver's License. Must meet the minimum standards for operator access to the FCIC/NCIC Criminal Justice Information System (CJIS) Network as prescribed by the Florida Department of Law Enforcement. Requires the ability to work outside of normal duty hours as required, with some out-of-area travel required.

Associate's degree or higher is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve walking, standing, sitting, some lifting and carrying of objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal others to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read, speak and write in English a variety of materials relevant to department, legal and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles or influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires basic ability to add, subtract, multiply and divide; calculate decimals and percentages and interpret graphical data.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and for processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Sensory Acuity: Vision and hearing must be within normal standards.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with limited exposure to adverse environmental conditions, e.g., dirt, cold, heat, precipitation, fumes, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of common office productivity software, computers and other office/technical equipment.

Knowledge of investigative resources including digital databases and other information sources.

Knowledge of computer capabilities for obtaining optimal results from available applications.

Knowledge of effective pre-employment background investigative procedures, including investigative interviews and operation of truth verification instruments.

Knowledge of filing/record keeping principles and methods.

Skilled in oral and written communications for effective expression and clarity.

Ability to establish and maintain effective working relationships with supervisors, co-workers, support staff and other department members.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining attention to detail for the purpose of ensuring accuracy in task performance.

Ability to be licensed and physical ability to operate a conventional, unmodified motor vehicle.

Ability to exercise discretion in matters of a sensitive and confidential nature.

EQUAL OPPORTUNITY EMPLOYER

City of Margate, Florida • Background Investigator

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date