

**BACKGROUND INVESTIGATOR  
(PART-TIME)**

**DEFINITION:**

Under the direction of a Police Sergeant, conducts background investigations for prospective employees and performs related work as required.

**ESSENTIAL JOB DUTIES:**

The following duties are essential for this specification and may include but are not limited to the following:

Meets with and interviews applicants to obtain information relevant to the background investigation; interviews friends, neighbors, acquaintances and others to obtain and corroborate information; contacts various agencies, creditors, former employers and others to seek and verify information; accesses computerized law enforcement databases, public record files and various information systems to locate information; explains background procedures to applicants and keeps them apprised throughout the process; drives to various locations such as residences and places of employment to verify information; may be required to travel to other cities and states; interfaces with police department members, City staff, government agencies and vendors throughout the background process; prepares detailed reports on investigation and submits findings with recommendations to police management; notarizes various documents as needed; performs other duties as required.

**QUALIFICATIONS:**

Training and Experience: Requires two years of experience conducting background investigations for employment purposes. Prior experience in a law enforcement agency is highly desirable.

Licenses and Certificates: A valid California "C" Driver License. A commission as a notary public, as well as a completion of a POST background investigator's course is highly desirable.

Special Conditions of Employment: Candidate must successfully complete an extensive background process which may include a medical examination, psychological test, and polygraph test.

Knowledge, Skills, and Abilities: Knowledge of background investigative procedures; laws, rules and regulations governing the conduct of background investigations; knowledge of criminal and legal terminology; interviewing techniques; Ability to research, gather and summarize information; prepare detailed written reports; communicate effectively with a variety of people; maintain confidential information; operate personal computer software applications; establish and maintain effective working relationships with City staff and outside agencies.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is required to sit, talk, hear, stand, and walk for prolonged periods of time; handle or operate objects, controls, and office equipment such as faxes, telephones, VDT terminals and fingerprinting equipment; the employee may be required to drive to various locations during the course of work.