NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Criminal Investigator 1

CODE: 26121C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ

FUNCTION: Under general supervision from criminal investigation supervisor, conducts criminal investigations of lower-level felony & misdemeanor cases or in-house & field investigations to document possible fraudulent claims;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	82-88	Conducts field investigations on lower-level felony & misdemeanor cases or in-house & field investigations to document possible fraudulent claims (i.e., locates & contacts suspects, claimants, employees, attorneys, witnesses or representatives of federal, state & municipal agencies to obtain information by telephone, correspondence &/or interviews; prepares & submits investigation reports for administrative &/or court action; review claim files, risk folders & related material for possible fraud or gathers physical & documentary evidence for defense of indigent client &/or other persons).	Knowledge of (1) agency, state &/or fede al statutes, rules, regulations & procec ures applicable to crimes &/or violatior under investigation*, (2) criminal evidence & procedure, (3) interviewing & ir vestigation, (4) case preparation, (5) public relations; ability to (6) prepare meaningful, concise & accurate reports, (7) define problems, collect data, estab lish facts & draw valid conclusions, (8) gather, collate & classify information about data, people or things.
2	5-11	Serves as field liaison to other criminal justice agencies; testifies as witness in criminal & civil court cases.	Knowledge of 1, 2, 3, 5; ability to 7, (handle sensitive inquiries from & contac with officials & general public.

(206)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Requires travel. May involve overnight travel. Employees of Ohio Public Defender Commission must possess personal auto to be

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in criminal evidence & procedures (or 1 mo. exp.); 1 course in interviewing & investigation (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in case preparation (or 1 mo. exp.); or equivalent. Valid Driver's License.

TRAINING & DEVELOPMENT:

OHIO
CLASSIFICATION
SPECIFICATION
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NEW AUG 0 2 1997

CLASS TITLE: Criminal Investigator 1

CODE: 26121C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	4-10	Attends in-service training courses, briefings & team meetings to keep abreast of new information	Ability to 7, 8, (10) interpret extensive variety of technical material in books, journals & manuals.

123:1-7-17 (207)

*Developed after employment

UNUSUAL WORKING CONDITIONS: used during investigations if necessary. May be exposed to hostile & violent persons.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Criminal Investigator 1

CODE: 26121 C