NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Criminal Investigator 2	26122C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from criminal investigation supervisor, serves as lead worker (i.e., provides work direction & training) over lower-level criminal investigators, conducts field investigations of possible criminal activity associated with one or more of following areas, lottery games, claim fraud, felonies &/or misdeamors & prepares report of findings; in addition to preceding, conducts investigations requiring use of specialized training &/or knowledge (i.e., firearms, narcotics, fingerprinting, electronic aids, photography & operation of related equipment for positions in Ohio Public Defender Commission);

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (208)	24-34	Serves as lead worker (i.e., provides work direction & training of others) over lower-level criminal investigators.	Knowledge of (1) functional supervision* (2) employee training & development*, (3) interviewing & investigation, (4) agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*, (5) criminal evidence & procedure, (6) case preparation; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) establish friendly atmosphere as functional supervisor of sub-unit.
2 (231-7-17)	48-68	Conducts criminal investigations (i.e., locates & contacts suspects, claimants, employees, attorneys, witnesses, federal, state & municipal agencies to obtain information by telephone, correspondence &/or interviews; gathers physical & documentary evidence & collects & organizes evidence for subsequent prosecution; acts as liaison with law enforcement agencies to transmit information regarding criminal activity; testifies in court regarding findings of investigations).	Knowledge of 3, 4*, 5, 6, (9) public relations; ability to 7, (10) prepare concise, meaningful & accurate reports, (11) use research methods in gathering data, (12) handle sensitive contact with officials & general public.

*Developed after employment

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

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 mos. exp. as Criminal Investigator 1, 26121 or in other position involving criminal investigation of felonies & misdemeanors or claim fraud plus: 1 course in criminal evidence & procedure (or 1 mo. exp.); 1 course in interviewing & investigation (or 1 mo. exp.); 1 course in case

TRAINING & DEVELOPMENT:

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CODE: 26122C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	10-10	Writes reports of investigations conducted; performs related duties as assigned.	Knowledge of 3, 4*, 6, 10; ability to 7, 10.

(209)

123:1-7-17

*Developed after employment

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

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

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Criminal Investigator 2

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