NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Investigator 3	CODE: 26213C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Uni

FUNCTION: Under general supervision from investigator 4, investigation supervisor or administrative supervisor, conduct in-house & field investigations of claims, questionable & incomplete claims, accidents, violations, thefts & abuses of state property, complaints &/or suspected fraud & serves as lead worker (i.e., provides work direction & training) over lower-level investigators &/or investigators of equal rank, cooperates with law enforcement & other government officials to assist in criminal prosecution, repayment &/or other avenues of resolution, testifies in court when necessary & prepar written report of findings &/or recommendations; Note: Only one Investigator 3 acting as lead worker may be assigned to one unit.

-PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	57-77	In state agencies, conducts in-house & field investigations of all thefts & abuses of state property within assigned transportation district, or to gather confidential information concerning financial resources of patients & liable relatives to include third party payment sources in order to collect reimbursement for care & treatment rendered to patient in mental health institution, or of violations of oil & gas laws by oil & gas producers to include pollution & restoration, or of questionable & incomplete workers' compensation claims or of any other claims, accidents, violations, complaints &/or suspected fraud & serves as lead worker (i.e., provides work direction & training) over investigators of equal rank &/or lower-level investigators on daily basis.	Knowledge of (1) criminal investigatior & law enforcement or investigative methods, practices & procedures, (2) federal & state laws & rules governing area of investigation*, (3) agency policies & procedures governing assigne area*, (4) case preparation techniques, (5) supervision*, (6) employee training & development*, (7) effective oral communication, (8) interviewing; ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use proper research methods in gathering data, (11) gather, collate & classify information about data, people or things, (12) handle sensitive inquiries from & contacts with officials & general public, (13) calculate fractions, decimals & percent ages.

(217)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel.	1 course in criminal investigation or investigative methods, practices & procedures (or 3 mos. exp.); 1 course in case preparation techniques (or 1 mo. exp.); 1 course in effective oral communication (or 1 mo. exp.); 1 course in principles of interviewing (or 1 mo. exp.); 1 course in technical writing (or 1 mo. exp. writing detailed technical reports); 1	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	13-23	Cooperates with law enforcement, judicial & other government officials (e.g., police, attorney general, judges, Bureau of Support) to assist in criminal prosecution, repayment &/or other avenues of resolution & testifies in court when necessary.	Knowledge of 7, (14) rules of evidence ability to 8, 9, 10, 11, 12, 13.
3	12-18	Maintains logs & records, compiles & evaluates information & prepares written report of findings &/or recommendations; provices information on specific cases for supervisor & general public; completes daily travel logs & expense reports.	Knowledge of 4, (15) technical writing ability to 8, 9, 10.

(218)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* course in rules of evidence (or 1 mo. exp.); or equivalent, plus: 6 mos. paid work exp. as lower-level investigator. Valid Driver's License.

TRAINING & DEVELOPMENT

FORM ADM-4134

CLASS TITLE: Investigator 3

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