

**STATE OF OHIO
ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION**

CLASSIFICATION SERIES:
Court Of Claims Investigator

SERIES NO.:
2632AG

MAJOR AGENCIES:
Attorney General Only

EFFECTIVE DATE:
04/02/2006

SERIES PURPOSE:

The purpose of the court of claims investigator occupation is to gather information, evidence & documents & assist attorneys in preparing defense case for state agencies in the court of claims.

At the lower level, incumbents gather statements from witnesses, evidence & documents to be used in case defense by attorneys.

At the higher level, incumbents act as lead investigator & monitor & coordinate activities of lower-level investigator(s).

At the supervisory level, incumbents plan & coordinate assignments of investigative unit & supervise court of claims investigators &/or support staff designated by the section chief.

CLASS TITLE

Court of Claims Investigator

CLASS NUMBER

26321AG

PAY RANGE

11

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of investigation procedures & techniques, case preparation & rules & laws applicable to cases under investigation in order to locate, serve subpoena & interview witnesses including inmates, gather, assess & prepare evidence & assist attorneys in preparing defense on complex cases (e.g., medical malpractice; wrongful death; physical injury) for state agencies in court of claims.

CLASS TITLE

Court of Claims Lead Investigator

CLASS NUMBER

26322AG

PAY RANGE

12

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The advanced level class works under direction & requires through knowledge of investigative procedures & techniques, case preparation & rules & laws applicable to cases under investigation in order to coordinate activities of & act as lead investigator over lower-level court of claims investigators (i.e., meet with trial attorneys to determine investigative needs in particular cases; assign cases to lower-level investigators, monitor progress & review results with trial attorneys; train investigators).

CLASS TITLE

Court of Claims Investigator Supervisor

CLASS NUMBER

26325AG

PAY RANGE

13

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The supervisory level class works under direction & requires extensive knowledge of investigative procedures & techniques, case preparation, rules & laws applicable to cases under investigations & supervisory principles/techniques in order to plan & coordinate assignments of investigative unit & supervise court of claims investigators &/or support staff designated by section chief.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Court of Claims Investigator	26321AG	47	04/02/2006	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Locates, serves subpoenas & interviews witnesses including inmates, gathers, assesses & prepares evidence & assists attorneys in preparing defense on complex cases (e.g., medical malpractice; wrongful death; physical injury) for state agencies in court of claims (e.g., assesses credibility of witnesses & analyzes their statements to determine what occurred; recommends investigation strategy to assistant attorney general; researches various investigation files, records & newspaper articles; gathers prison & incident reports, photographs, video & audio tape & evidence from crime scene; acts as liaison & obtains information from confidential sources, client agencies &/or local, state & federal law enforcement agencies; assists attorney with legal research using legal databases; takes photographs &/or draws diagrams of incidents, crimes or accidents & familiarize attorneys with scene; writes summary report to include analysis of evidence).

Prepares & maintains memorandums, reports & correspondence; interprets medical records; assists with security of offices; testifies in court as necessary; communicates with witnesses, opposing counsel, judges, officials of court, state agencies & plaintiffs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of investigation practices & techniques; rules & laws applicable to cases under investigation*; public relations; interviewing; case preparation*. Skill in use of camera, video equipment & computer or word processor*. Ability to gather & analyze data, establish facts & draw complex conclusions concerning cases under investigation; use proper research methods in gathering data; prepare & maintain accurate case records & reports; handle routine & sensitive inquires with witnesses, inmates, government, legal & law enforcement personnel, hostile plaintiffs & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. or 2 yrs. exp. in investigative practices & techniques; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in interviewing; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. as paralegal; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in interviewing; must be able to provide own transportation.

-Or 2 yrs. exp. as investigator; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in interviewing; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work additional hours as operational need dictate; exposed to hostile plaintiffs & inmates; exposed to traffic on accident scenes.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Court of Claims Lead Investigator	26322AG	47	04/02/2006	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates activities of & acts as lead investigator over lower-level court of claims investigators (i.e., meets with trial attorneys to determine investigative need in particular cases; assigns cases to lower-level investigators, monitors progress & reviews results with trial attorneys; trains investigators).

Personally conducts background & on-scene investigations in complex cases (e.g., medical malpractice; wrongful death; physical injury); assists investigator supervisor in planning & coordinating activities of unit; recommends policies on investigations, case development & training; reviews, analyzes & prepares evidence; assists attorneys with legal research using legal databases; interprets medical records; confers with client agency representatives, sources & informants; meets with consultants & expert witnesses in wide range of forensics; interviews witnesses; acts as liaison with medical community; makes referrals & arranges for medical examinations; reviews & monitors case files & investigative reports; testifies in court as necessary.

Prepares reports, records & correspondence; approves bills for payment; assists with office administration; responds to inquiries from witnesses, opposing counsel, judges, officials of court, state agencies & plaintiffs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; investigation practices & techniques; rules & laws applicable to cases under investigation*; public relations; interviewing; case preparation. Skill in use of camera & video display terminal*. Ability to gather & analyze data, establish facts & draw complex conclusions concerning cases under investigation; use proper research methods in gathering data; prepare & maintain accurate case records & reports; handle routine & sensitive inquiries with witnesses, government, legal & law enforcement personnel & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in investigative practices & techniques; 2 courses or 6 mos. exp. in public relations; 2 courses or 6 mos. exp. in interviewing; must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. as paralegal; 2 courses or 6 mos. exp. in public relations; 2 courses or 6 mos. exp. in interviewing; must be able to provide own transportation.

-Or 2 yrs. exp. as investigator; 2 courses or 6 mos. exp. in public relations; 2 courses or 6 mos. exp. in interviewing; must be able to provide own transportation.

-Or 12 mos. exp. as Court Of Claims Investigator, 26321AG, must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work additional hours as operational need dictate; exposed to hostile plaintiffs & inmates; exposed to traffic on accident scenes.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Court of Claims Investigator Supervisor	26325AG	47	04/02/2006	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates assignments of investigative unit (e.g., recommends policy related to adherence to laws & court rules to section chief; meets with attorneys to determine investigative needs; acts as liaison with investigators from other agencies; makes referrals & meets with consultants & experts of forensic issues; monitors progress of investigators; administers training to investigative unit) & supervises court of claims investigators &/or support staff designated by section chief.

Conducts background & on-scene investigations in major cases; collects, reviews & analyzes evidence; confers with client agency representatives, sources, witnesses & informants; assists attorneys during trial; testifies in court; monitors issuance & service of subpoenas & other court orders; prepares reports, records & correspondence for investigative unit.

Assists with office administration including approving & monitoring petty cash disbursements & approving bills for payment; responds to inquiries from public & court of claims personnel; assists in making threat & security assessments for section personnel; works with court officials to coordinate logistical & security matters.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; investigation practices & techniques; court rules of civil & criminal procedures; rules & laws applicable to cases under investigation; public relations; interviewing; case preparation. Skill in use of camera, video display terminal & personal computer or word processor*. Ability to gather & analyze data, establish facts & draw complex conclusions concerning cases under investigation; use proper research methods in gathering data; prepare & maintain accurate case records & reports; handle sensitive inquiries with witnesses, government officials, legal & law enforcement personnel & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. trg. or 4 yrs. exp. in investigative practices & techniques; 9 mos. trg. or 9 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in interviewing; 1 yr. trg. or 1 yr. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or 4 yrs. trg. or 4 yrs. exp. as paralegal; 9 mos. trg. or 9 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in interviewing; 1 yr. trg. or 1 yr. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or 12 mos. exp. as Court of Claims Lead Investigator, 26322AG; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to physical violence in hostile environments.