

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Ethics Commission Special Investigator

SERIES NO.:

2622

MAJOR AGENCIES:

Ethics Commission Only

EFFECTIVE DATE:

01/18/1998

SERIES PURPOSE:

The purpose of the ethics commission special investigator occupation is to conduct field & in-house investigations of allegations of criminal misconduct by governmental officials & employees in any political jurisdiction of the state, excluding legislators & judges, subject to the Ohio Ethics Commission's jurisdiction.

At the advanced level class, incumbents conduct field & in-house investigations of possible ethical violations committed by governmental officials & employees in any political jurisdiction, except legislators & judges, subject to the Ohio Ethics Commission's jurisdiction.

CLASS TITLE:

Ethics Commission Special Investigator

CLASS NUMBER:

26221

EFFECTIVE DATE:

01/18/1998

CLASS CONCEPT:

The advanced level class requires thorough knowledge of law enforcement techniques & criminal investigation with emphasis on financial forensics or white collar crime in order to conduct field & in-house investigations of allegations of criminal misconduct by governmental officials & employees in any political jurisdiction of state, excluding legislators & judges, subject to jurisdiction of Ohio Ethics Commission.

CLASS TITLE: Ethics Commission Special Investigator	CLASS NUMBER: 26221	BARGAINING UNIT: 007
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EFFECTIVE DATE:

01/18/1998

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.)

Conducts field & in-house investigations of allegations of criminal misconduct by governmental officials & employees in any state entity or political jurisdiction of state, excluding legislators & judges, subject to jurisdiction of Ohio Ethics Commission, that are confidential by statute (e.g., plans, organizes & conducts in-person interviews with involved parties & witnesses; gathers & interprets financial, computer, business, legal, medical, real estate & other records & documents; collects, organizes & reviews any type of public & private material & evidence; preserves evidence; locates & obtains witnesses to testify; reads miranda rights & obtains confessions; interacts with representatives from law enforcement agencies & other federal, state, county, city, township or village agencies/offices as necessary concerning potential ethics violations under investigation; assumes covert posture as necessary).

Designs & prepares necessary forms, analytical charts, graphics, visual aides & investigative reports for agency &/or prosecutors which may include recommendation to suspend or request resignation of accused party &/or other legal action or settlement; assists investigative counsel in preparing evidence, documents & witnesses for hearings & other legal proceedings; completes travel logs, daily activity logs, investigative logs & expense reports; requests, prepares & serves subpoenas & records & returns subpoenaed documents; takes telephone & other public inquiries to identify non-jurisdictional allegations, making appropriate referrals; sends related commission forms & packets; reviews various newspapers & other media to research current & future activity & allegations; operates computer to retrieve & enter data & generate documents.

Testifies at Ohio Ethics Commission hearings, grand jury hearings & other related hearings & criminal trials; attends team meetings & briefings; attends & participates in law enforcement seminars; acts as sergeant-at-arms for commission; provides work direction & training to new investigators on staff; is responsible for overall maintenance of agency-issued vehicles.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law enforcement techniques; criminal investigation techniques & procedures; financial forensics or white collar crime investigation practices & techniques; written communication (e.g., English composition & grammar; technical writing; business communication). Skill in operations of computer, facsimile machine, photocopier, tape recorder, camera & motor vehicle. Ability to conduct confidential investigations involving allegations governmental employees subject to Ohio Ethics Commission's jurisdiction, determine validity of charges & recommend appropriate disposition of case; gather, collate & classify information from various sources about data, people or things related to cases under investigation & preserve evidence; handle sensitive inquiries from & contacts with parties under investigation, prosecutors, potential witnesses & representatives of law enforcement agencies & of federal, state, county, city, township or village agencies/offices as necessary concerning potential ethics violations; testify in commission, grand jury & criminal hearings; prepare & maintain investigative reports & related documents & activity logs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in law enforcement; 5 yrs. exp. in conducting field & in-house investigations of criminal code violations; 12 mos. exp. in conducting investigations involving allegations of white collar crime or requiring application of financial forensics. For applicants who do not have undergraduate core coursework in law enforcement, 2 yrs. of law enforcement experience is required in addition to 5 yrs. exp. in conducting investigations of criminal code violations & 12 mos. exp. in conducting investigations involving allegations of white collar crime or requiring application of financial forensics.

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

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

On-job training provided by Ohio Ethics Commission, including advanced techniques for conducting interviews & evidencing white-collar criminal activity & identifying elements of high level felony offenses, as well as other revised code provisions & regulations pertinent to matter under investigation.

UNUSUAL WORKING CONDITIONS:

May work undercover; requires travel; may be required to work in field for extended periods of time.