



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Background Investigator
Department: Police
Classification: 0075
Pay grade: \$26.00 per hour
FLSA: Non-Exempt

Prepared Date: 07/2015
Approved By: HR/CM

A handwritten signature in black ink, appearing to be 'J. L.', enclosed in a circular scribble.

Summary

Performs a variety of clerical and investigative work in conducting pre-employment background investigations. Incumbents perform duties in accordance with Florida Statutes and established City and Departmental policies.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Under the supervision of the Professional Standards Division sergeant, conducts thorough background investigations of applicants as assigned, including but not limited to, neighborhood checks, reference checks, employment history checks, and criminal history checks.

Prepares appropriate forms and reports detailing the findings of assigned investigations.

Conforms to all regulations, policies, procedures, and safety rules.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Federal, State and local laws pertaining to background screening/investigations. Ability to communicate effectively with staff and the public. Ability to work independently and prioritize assignments. Must be able to meet assigned deadlines. Ability to understand and follow instructions. Strong analytical abilities. Ability to summarize investigation findings clearly and concisely. Ability to perform administrative and recordkeeping duties, operate computer and office equipment. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, have hands to fingers dexterity to handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed both indoors in a quiet to moderately noisy environment and outdoors where exposure to extreme temperatures and

noise are common. Must be able to operate a motor vehicle and travel within the South Florida geographic area. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Associates degree from a U.S. Department of Education recognized accredited college or university.

Minimum of three (3) years Law Enforcement investigative experience. Law enforcement background investigation experience preferred. Law Enforcement certification. Must be in good standing with FDLE.

Must be a U.S. citizen and pass a background investigation (to include Polygraph Exam).

Must have a Florida driver's license.

A comparable amount of training or experience may be substituted for the minimum education requirement.