Pennington County Sheriff’s Office Job Description

**Job Title:** Background Investigator  
**Division:** Administration  
**Reports To:** Employment Manager  
**Grade:** 18  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1-2015

**Job Summary**

The Background Investigator conducts employment background investigations for applicants undergoing the conditional offer phase of the hiring process. The Background Investigator works as needed to provide a comprehensive report for each applicant to the corresponding Chief Deputy.

**Essential Duties and Responsibilities**

- Reviewing applicant provided materials for completeness, discrepancies, areas of concern and fit for position.
- Contacting listed and developed references to establish/verify employment and character.
- Requesting additional information or supporting documentation from applicants or references.
- Conducting interviews with applicants to review findings and appropriateness for offered position.
- Transcribing summary report findings for Chief Deputy Review.
- Communicating as needed with psychologist to provide necessary background information for a comprehensive psychological profile.
- Coordinating process with human resources staff.
- Documenting contacts in compliance with applicable employment law and policies.
- Representing the best interest of the Sheriff’s Office by communicating concerns regarding information obtained.
- Treating applicant and reference information with respect and confidentiality.
- Performing additional duties as assigned.

**Minimum Requirements**

- HS Diploma or GED
- 3 years of law enforcement experience with preference given to those assigned to investigation units.
- SD Driver's License (within 90 days of moving to SD)
- Knowledge of Microsoft products
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Working Environment

- The work is typically performed while sitting at a desk while intermittently sitting, standing, or stooping.
- The work is typically performed in an office
- The typical work schedule is day-time hours Monday through Friday

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug screen as outlined in Global Policy 2-23.