



Pennington County

Investigator (Pre-employment Backgrounds)

(Non-Exempt B24)

Position Objective:

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.

Typically, this is an as needed, part-time position not eligible for benefits.

Essential Functions:

- 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
- Attending meetings and trainings as required.
- Performing additional duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 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

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

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.