



Job Title: Investigator

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to support the Superintendent and the Human Resources department by investigating allegations involving personnel, reporting to the Superintendent's discipline committee, facilitating training, providing liaison with local law enforcement agencies, managing the Fraud Waste and Abuse hotline, advising matters involving law enforcement and criminal prosecution, and providing support to the safety and security of District operations.

ESSENTIAL JOB FUNCTIONS

- Performs investigations involving personnel.
- Performs investigations regarding operations.
- Performs fraud investigations.
- Maintains the Fraud, Waste, and Abuse Hotline.
- Acts as a discipline committee member.
- Prepares all required reports and maintains records.
- Provides training and briefing for law enforcement agencies.
- Sits on the Student Athletic Eligibility Review Committee.
- Liaisons with local law enforcement.
- Liaisons with the Department of Children and Families.
- Performs security at School Board Meetings.
- Acts as support to criminal prosecutions.
- Provides support to safety and security.
- Performs other duties as assigned.
- Ability to accommodate an adjustable work schedule based on operational activity and needs of the District.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited institution.
- State or Federal Law Enforcement certification.

- Over ten (10) years of related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to make decisions that govern the activities and behaviors of staff members.
- Requires the ability to respond to members of the community or internal peers within the organization.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: