

Missouri Department of Transportation

Code: R04005

Title: Intermediate Investigator

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 08-01-2004

General Summary The intermediate investigator performs varied and moderately complex activities in regards to conducting investigations of fraud, waste, and abuse allegations, employee grievances and complaints, equal employment opportunity complaints, and assists in complicated investigations. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, or related field
Two years of experience in conducting investigations or interviewing witnesses.

**Supervisory
Responsibilities** None

Location Central Office - Audits and Investigations

**Special Working
Conditions/Job
Characteristics** Job requires regular travel and occasional, statewide, overnight travel.

Examples of Work

- (1) Receives and processes fraud, waste and abuse allegations, employee grievances, internal equal employment opportunity (EEO) complaints, and external EEO complaints received from state or federal EEO enforcement agencies.
- (2) Reviews applicable laws, regulations and department policies and procedures regarding investigations and applies them to investigations.
- (3) Prepares responses to state and federal equal opportunity enforcement agencies and coordinates those responses with the Chief Counsel's office.
- (4) Assembles, records, and evaluates facts pertaining to investigations.
- (5) Interviews employees, officials, and others to verify facts and obtain specific background information.
- (6) From case notes, draws conclusions, writes case synopses, assists in recommending appropriate actions, and maintains administrative records regarding cases.
- (7) Assists in developing interview questions and serves as witness to investigation interviews in complicated investigations, and conducts interviews in less complicated investigations.
- (8) Compiles final investigative reports including exhibits and charts.

- (9) Provides information regarding status of investigations to authorized personnel.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.