

Missouri Department of Transportation

Code: R04003

Title: Investigator

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 04-01-2006

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

General Summary The investigator performs routine entry-level activities in regards to conducting investigations of fraud, waste, and abuse allegations, employee grievances and complaints, and equal employment opportunity complaints. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, or related field

**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) Assists in the receipt and processing of 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) Assists with assembling, recording, and evaluating facts pertaining to investigations, and with interviewing employees, officials, and others to verify facts and obtain specific background information.
- (3) From case notes, assists in writing case synopses and recommending appropriate actions.
- (4) Maintains administrative records regarding cases.
- (5) Assists in developing interview questions and serves as witness to investigation interviews.
- (6) Assists in providing information regarding status of investigations to authorized personnel.
- (7) 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.