

DIRECTOR OF INVESTIGATIONS

Job Code	Pay Grade
21030	150

Nature of Work

This is specialized supervisory and advanced work in the Property Appraiser's office investigating exemption fraud. An incumbent in this class is responsible for review and approval of casework of investigators, as well as the detection of offenders and preparation of his/her own cases. The incumbent must be adept and effective at interacting with the Property Appraiser's Exemption Division and the legal community in the proper disposition of cases. The Director also plans, coordinates, assigns and supervises the work of investigators and other personnel that may be assigned to the unit. Work is performed with considerable independent judgment, discretion, and initiative. The incumbent reports to the Chief Deputy or designee with work reviewed by the Deputy and the Property Appraiser.

Minimum Qualification Requirements

- Associate's degree in a police related field and a minimum of 2 years experience in law enforcement investigations; or
- Bachelor's degree and at least 20 credit hours of course work in law enforcement; or
- Bachelor's degree and 1 year experience performing investigative work in a law enforcement agency in lieu of 20 credit hours of course work in law enforcement; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs and coordinates activities of investigators and other personnel of the division.
- Directs and participates in the detection and prosecution of exemption offenders.
- Directs and participates in the collection, identification, evaluation, and preservation of case evidence.
- Directs and participates in thorough preparation of cases for the Value Adjustment Board and State/County Attorneys.
- Refers case files to the State and/or County Attorneys for prosecution, as directed by the Property Appraiser.
- Provides full cooperation and assistance to police departments, the sheriff, and other law enforcement agencies in matters of mutual concern.
- Gives testimony, as required, in court or at Value Adjustment Board Hearings.
- Ensures compliance with constitutional requirements while investigating suspected offenders.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws, regulations, rules and procedures applicable to exemptions and ability to apply this knowledge correctly in pursuing cases.
- Knowledge of modern legal research techniques, methods, and procedures.
- Ability to interview and interrogate people, and to gather and evaluate evidence.

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Knowledge, Skills, and Abilities (continued)

- Ability to present cases to Special Masters at Value Adjustment Board hearings and to State or County Attorneys for prosecution.
- Ability to apply computer applications and software.
- Ability to obtain information from computer files.
- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain a good working relationship with personnel assigned to the Property Appraiser's office and other government agencies.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.
- Ability to lead and direct the activities of investigators and other personnel assigned to the unit.

For official use only

Revised	EEOC Code	Overtime Code
5/10	Professionals	Exempt