

# INVESTIGATOR

Job Code	Pay Grade
21040	150

## Nature of Work

This is specialized work in the office of the Property Appraiser investigating exemption fraud. Individuals in this classification are responsible for assisting the Director of Investigations in detecting offenders and preparing cases for proper disposition. Duties involve gathering evidence, preparing case files, and testifying at Value Adjustment Board hearings or in court. Work is performed with a high degree of independent judgment, discretion, and initiative. The incumbent reports to the Director, Chief Deputy or designee.

## Minimum Qualification Requirements

- Bachelor's degree and at least 20 credit hours of course work in law enforcement; or
- Associate's degree in a police related field and a minimum of 2 years experience in law enforcement investigation; 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.)

- Investigates suspected exemption fraud offenders.
- Provides assistance in the prosecution of offenders.
- Collects, identifies, evaluates, and preserves case evidence.
- Prepares thorough cases.
- Provides cooperation and assistance to police departments, the sheriff, and other law enforcement agencies in matters of mutual concern.
- Gives testimony, as required, at Value Adjustment Board or court 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 the exemptions and ability to apply this knowledge in pursuing cases.
- Knowledge of legal documents, legal principles of investigations, and investigative techniques.
- Knowledge of modern legal research techniques, methods and procedures.
- Ability to interview and interrogate people, and to gather and evaluate evidence.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
5/10	Technicians	Exempt