



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

BACKGROUND INVESTIGATOR

Division: Administrative Services
Section: Pre-Employment
Pay Grade: 1G
FLSA Status: Non-Exempt
Classification: Part-Time
Updated on: December 2023

JOB SUMMARY

This **non-critical** position is responsible for the background investigation of police officer applicants, correctional officer applicants, and civilian employee applicants. The investigator conducts and manages assigned applicant investigations to ensure conformity within Division and Agency regulations and compliance with established personnel law. The employee receives supervision from, and reports directly to, the **Supervisor, Pre-Employment and Recruitment Unit**, and carries out assignments in accordance with established operating procedures, yet must be able to act without direct supervision.

ESSENTIAL JOB FUNCTIONS

- Processes applicant information through the various computerized data systems for criminal and traffic records.
- Conducts personal interviews with applicants, their neighbors, past and present employers, parents, and spouse and/or significant other.
- Coordinates with the Pre-Employment Assistant for requests of information from applicant's credit checks, personal references, family members, past employers, military, criminal, and traffic records.
- Contacts law enforcement agencies where applicant has previously applied and document relevant information.
- Documents all activity/contacts for each applicant on the appropriate investigative report, log, checklist, and disposition sheet.

- Reviews Personal History Statement (PHS) returned by applicants to ensure completion and accuracy of information.
- Prepares a comprehensive report regarding applicant's background, to include work history, personal references and possible criminal history.
- Assists in scheduling the polygraph interviews, physicals, and psychological examinations for applicants in a timely manner and notify appropriate in-house personnel.
- Reviews polygraph and psychological exam results with Supervisor, and include in the background summary.
- Assists other agencies with on-going background investigations of former employees and applicants.
- Assists at the physical agility tests, as required to include completing a brief interview with an applicant for drug screening questionnaire.
- Follows established Federal, State and local laws, policies and procedures when releasing information to outside agencies.
- Researches and prepares reports on specific topics pertaining to hiring standards and statistics.
- Operates and maintains assigned Agency vehicle in accordance with established rules and regulations of this Agency and laws of the State of Maryland.
- Attends and participates in meetings and training sessions, as required.
- Travels throughout the region to meet with and view employer records, conducting neighborhood and reference interviews, maintaining certifications in numerous Federal, State, and local databases.
- Attends and completes annual computer certification and recertification classes and annual in-service classes.
- Ensures applicants are properly and accurately fingerprinted and photographed.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED). Three (3) years of experience in conducting police related investigations either criminal, pre-employment, or both, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Two (2) years of computer terminal operation experience.

Licenses or Certifications:

- Must possess a valid driver's license.
- Must be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the State and Federal computer networks.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must report for duty in a regular and punctual manner.
- Must perform work in accordance with sound safety practices.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

- Knowledge of minimum qualifications for police and correctional officer applicants.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Skill in properly and accurately fingerprinting and photographing applicants
- Ability to arrive at effective decisions for routine situations.
- Ability to operate an assigned Agency motor vehicle, both day and night, in all weather situations and road conditions in a manner to arrive safely to each destination.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to deal with a wide range of people, including the elderly, non-English speaking ethnic persons and persons with medical conditions which may render them mentally unclear.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to compose and type accurately and with reasonable speed, a variety of correspondence, reports, and other materials.
- Ability to retrieve data from the computer system.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to drive and work in remote, rural areas of the County.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone or through radio communications.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.
- Ability to carry out assignments in accordance with established operating procedures, yet must be able to act without direct supervision.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of frequent walking, climbing stairs, and other prolonged physical activity; enter and exit motor vehicle. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; sit for extended periods of time, answering the telephone, and operating computer equipment; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in an office setting with frequent interruptions.