



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 0474

SPECIAL INVESTIGATOR

GRADE K

SCOPE OF WORK:

Work involves conducting and coordinating investigations of alleged inappropriate or illegal insurance related practices or pre-sentence investigations.

DUTIES PERFORMED:

- Receive and evaluate insurance related complaints or pre-sentence investigation requests.
- Identify and pursue leads to obtain evidence.
- Gather and document evidence by interviewing involved parties, obtaining statements, reviewing and analyzing records and files, etc.
- Coordinate investigations with other law enforcement agencies, regulatory agencies, and other relevant entities.
- Prepare investigative reports and recommend administrative, legal, and/or sentencing action.
- Present evidence to prosecutors, legal staff, or courts.
- Prepare and present testimony as required for legal proceedings or administrative hearings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of work experience in investigations, law enforcement, or closely related field. The appointing authority shall designate specific degree and experience requirements pertinent to the position at the time of recruitment.

Eff. Date: 08/03

Rev: 08/09 – Rewritten to include WSI position

Rev: 12/10 – Revised scope of work, duties, and minimum qualifications to include pre-sentence investigations.

Rev: 07/12 – Conversion to Hay System