

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Background Investigator

BASIC FUNCTION: Under the General supervision of a police supervisor and or the chief of police, conduct background investigations for the purpose of employment suitability and security clearance determinations.

PROVIDES WORK OR LEAD DIRECTION TO: N/A

REPRESENTATIVE DUTIES:

1. Conduct background investigations for employment with the district.
2. Conduct investigations relating to student compliance on school grounds.
3. Conduct student eligibility backgrounds.
4. Conduct investigations to identify sexual offenders that would be unsuitable around children and child care facilities.
5. Conduct police applicant personnel backgrounds to ensure compliance with California P.O.S.T. standards
6. Conduct backgrounds of non-sworn police personnel.
7. Conduct field investigations and interviews relating to district applicant employment.
8. Must remain current with state and federal laws relating to background investigations.
9. Must have the ability to examine court, police, public and governmental records needed for background investigations.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: High school Diploma or G.E.D. required

EXPERIENCE: A minimum of 2 years of sworn criminal investigation experience or 2 years of experience performing duties equivalent to a police background investigator.

LICENSES/CERTIFICATIONS: Must possess a Current California P.O.S.T. Background Investigators Course Certificate. Must have a valid California driver's license and have and maintain an insurable driving record acceptable to the district's insurance carrier.

KNOWLEDGE OF: Federal and state laws pertaining to background investigation. Must have the ability to interact with law enforcement agencies and be able to respond to public contacts and inquiries via telephone or in person.

ABILITY TO: to gather, analyze and correlate data into a comprehensive word processed report for the purpose of employment evaluation.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, faculty, staff administrators, students, the general public, police officers and officials or contacts inside and outside of law enforcement.

PHYSICAL EFFORT: The ability to access and perform normal duties in an office environment and conduct field investigations and inquiries.

WORKING CONDITIONS: Work includes indoor and outdoor environment; Subjected to working during evening hours and weekends as needed to perform investigations.

June 2010