



## CLASS SPECIFICATION

**Class Title:** Background Investigator  
**Department:** Sheriff  
**FLSA:** Non-Exempt

**Class Code:** 7751  
**Grade:** 20  
**Eff. Date:** 5/6/2025

### GENERAL PURPOSE

Under general guidance and direction from a sergeant, conducts comprehensive pre-employment and background investigations on individuals seeking employment, contract employment, volunteer services, or general access to the Davis County Sheriff's Office.

### EXAMPLE OF DUTIES

Conducts thorough background investigations; reviews applicant documents for completeness; serves as a mentor to employment applicants throughout the background and on-boarding process; maintains communication with applicants as the primary contact for the Office; conducts interviews with employment applicants, as well as applicant's personal and employment references.

Reviews and records information regarding criminal history, police records, school transcripts, credit reports, driving records, and other documentation available concerning applicant's history.

Researches legal or factual issues relating to the suitability of applicant's background, including but not limited to, criminal history and prior job performance.

Administers a truth verification examination (EyeDetect) for applicable pre-employment and background investigations.

Conducts interviews on applicant's neighbors and evaluates overall conditions of applicant's living area within a fifty (50) mile radius from the Davis County Sheriff's Office.

Writes reports and summaries of findings; makes recommendations regarding suitability for position or disqualification for employment or access security-sensitive facilities and systems; and assists in maintaining records on investigations in accordance with record retention schedules.

Confers with supervisor, administrative staff, and hiring managers concerning information obtained for applicants under consideration and answers requests or solicits additional instruction or advice as needed.

Ensures all investigations adhere to Utah Peace Officer Standards and Training (POST) standards and procedures, Davis County Sheriff's Office policies and procedures, and applicable federal and state laws.

Attends necessary training as required.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Two (2) years of study or an Associate's Degree in Criminal Justice or related field from an accredited college or university; plus three (3) years of local, state, or federal law enforcement training and experience as a sworn member. Two years of law enforcement experience may be substituted for the Associate Degree requirement.

**Preference for** a Bachelor's Degree in Criminal Justice or related field; two (2) years of background investigations experience.

### 2. Special Qualifications:

Must be either a United States citizen; or a lawful resident of the United States who has been in the United States legally for at least five years; and has legal authorization to work in the United States.

Must pass a Davis County Sheriff's Office (DCSO) background investigation, including an eye detect test.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### 3. Necessary Knowledge, Skills and Abilities:

**Knowledge of:** principles and practices of investigation and research; report writing and recordkeeping; security awareness and physical security of confidential information; and relevant federal, state, and local laws, codes, and ordinances including Equal Employment Opportunity (EEO) laws, American with Disabilities Act (ADA), and the Fair Credit Reporting Act (FCRA), that are related to the legal requirements of a background investigation.

**Skill in:** Utah Criminal Justice Information System (UCJIS); Spillman Technologies Record Management System (RMS); Microsoft Office; Google; and other applicable computer software systems.

**Ability to:** effectively communicate (orally and in writing); establish and maintain professional working relationships with individuals who are from diverse backgrounds and represent members of the public, coworkers, and vendors; observe, assimilate, and recall facts and details; evaluate distinct situations and fact patterns carefully to form discretionary conclusions; prioritize time management and work independently; research, compile, analyze, and summarize obtained information into accurate and legible reports; impartially evaluate the suitability of potential employees and volunteers and summarize findings based on research and analysis rather than opinion or biases; interpret and apply federal, state, and local laws, as well as agency policies, procedures, and regulations into routine practices.

### WORKING CONDITIONS

This assignment is a non-sworn part-time non-merit position. The incumbent must be able to work a flexible schedule up to twenty-nine (29) hours per week, but no more than 1508 hours in a calendar year.



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This position is a partially remote position, requiring the incumbent to be able to effectively manage their time and work independently from home. The incumbent will be responsible for home WIFI access and provide adequate physical security for all work related CJIS or RMS information (e.g. work space with a locking door). EyeDetect examinations will be conducted at the Davis County Sheriff's Office and will require the incumbent to have adequate transportation to and from the Sheriff's Office to conduct these examinations.

Travel to conduct neighborhood checks is required.

Initial training will entail reporting to the Sheriff's Office, or at location to be determined, until the training is completed. The duration of the training will be determined by the previous training and experience of the selected applicant.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of individuals so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***