



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY
An Equal Opportunity Employer

TITLE: Investigator II
LOCATION: Professional Registration – Missouri Dental Board and State Board of Optometry
Jefferson City
TRAVEL: Statewide with frequent overnight travel
STARTING SALARY: \$34,644-\$36,612 (Pay Range A 23)
Salary increase available if appointment is a promotion
SCREENING DATE: April 7, 2011

APPLICATION PROCESS:

Screening to begin April 7, 2011. Please send cover letter, resume, transcript, and three professional references to:

Division of Professional Registration
Missouri Dental Board
c/o Investigator
P.O. Box 1367
Jefferson City, MO 65102
Fax: (573) 751-8216

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Locates, interviews and takes statements from witnesses and persons suspected of violating any of the statutes, rules and regulations pertaining to the practice of the boards.
- Examine and analyze a variety of records in order to secure information concerning suspected violations of the laws, rules and regulations pertaining to the practice of the boards.
- Gather, assemble, preserve and report the facts, statements, affidavits and other evidence used in legal actions.
- Prepare an investigative report for submission to the Board for their utilization.
- Provide testimony before the Administrative Hearing Commission, courts, and the Board concerning investigative findings.
- Serve subpoenas, and maintain accurate time and attendance records on forms provided by the Board.
- Performs other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Considerable knowledge of investigative techniques and procedures.
- Considerable knowledge of federal and state laws, regulations, policies and procedures that apply to the programs.
- Considerable knowledge of sources of information to be utilized in obtaining evidence and documentation, and of the principles of identification, preservation and presentation of evidence.
- Considerable knowledge of interviewing techniques.
- Ability to communicate and work effectively with agency staff, federal, state and local agencies, business entities, law enforcement officials, prosecutors, and the general public.
- Ability to analyze, prepare and /or present evidence and other types of data.
- Ability to prepare clear and detailed reports of investigative findings.
- Ability to travel as needed within the state with frequent overnight stays.
- Ability to demonstrate regular and predictable attendance.

QUALIFICATIONS:

- Three years experience as an Investigator I under the Missouri Uniform Classification and Pay System.
OR
- Three or more years of civil, administrative or criminal investigative experience (e.g., tax fraud, licensing, environmental, patient care, public assistance, insurance or military), or experience as a law enforcement officer; and graduation from an accredited four-year college or university with specialization in criminal justice, law enforcement, criminology, business administration, social sciences, environmental sciences or closely related areas. (Graduate work in the specified educational areas may be substituted on a year-for-year basis for a maximum of two years of the stated experience.)
- Prior experience with agencies dealing with administrative law is desirable.