



CAREER OPPORTUNITY #08-05

on-Call Background Investigator

LINCOLN COUNTY Personnel Department,

210 SW 2ND Street, Newport, OR 97365. Phone (541) 265-4157 FAX (541) 265-4906 TTY (541) 265-4193
www.co.lincoln.or.us

- POSITION:** **On-Call Background Investigator**
Lincoln County Sheriff's Office
Supervisor: Division Commanders
- CLOSING DATE:** Open Until Filled
- SALARY:** \$19.28 – \$22.17 DEQ, No benefits.
Salary range 14, step 1-6. Job #106
- DUTIES:** Conducts confidential background investigations and follow-ups; prepares reports and makes recommendations to the Division Commander. Locates and reviews information regarding criminal history, police reports, school transcripts, driving records and other documentation. Conducts discrepancy interviews with applicants and/or personal and employment references to determine truthfulness of documentation or information provided. Confers with Division Commanders or hiring decision-maker to discuss information obtained, scope of investigations and/or to request additional instruction or advice as needed. Prepares written summaries of findings; identifies strengths and weaknesses; makes recommendations regarding suitability for employment.
- EDUCATION/EXPERIENCE:** Two years of college level education in law enforcement or related field, ten years of law enforcement experience as a police or corrections officer, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties as determined by the Sheriff.
- NECESSARY LICENSES:** Must possess a valid Oregon driver's license with good driving record, or ability to obtain within 30 days date of hire.
- KNOWLEDGE/SKILLS:** Extensive knowledge of the laws, rules and regulations pertaining to the Sheriff's Office and modern police methods and procedures are required. Working knowledge of Lincoln County geography. Ability to ensure confidentiality. Physical mobility to operate a motor vehicle.
- SPECIAL TESTING:** Employment is contingent upon the successful completion of a criminal history check and driver's license check. Some positions may be contingent upon completion of a drug test.

See Job Description for complete list of duties and qualifications.