



**Position Title:** Part-Time Background Investigator  
**Reports To:** Associate Director, Assessment Center  
**Department:** School of Justice  
**Prepared By/Date:** Jennifer Brito/05-28-2010  
**Approved By/Date:** Hector Garcia/11-08-2011  
**Revised:** Donna French/11-08-2011

**Job Code:** 8104-00E  
**Job Group:** H1-NIE  
**Salary Grade:** HI  
**FLSA Status:** Exempt

**Summary:**

The purpose of this position is to receive and interpret background results and perform Computer Voice Stress Analysis (CVSA) examinations for all entry-level law enforcement and corrections academy applicants.

**Essential Duties and Responsibilities:**

- Receives and interprets fingerprint background results (Custodian of Records) for the School of Justice
- Performs Computer Voice Stress Analysis testing utilizing official CVSA methodologies and equipment
- Conducts background investigations as required by federal and state statutes and rules for law enforcement and corrections applicants
- Keeps the College in compliance with all state and federal laws and our accreditation
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of the criminal laws of the State of Florida
- Ability to access, accurately interpret, and assess National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) database information
- Possess good communication skills
- Possess basic knowledge of the fingerprinting procedures
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Certification in Computer Voice Stress Analysis Certified Examiners Course (CVSA CEC) and ability to be recertified in accordance with CVSA written standards and five (5) years of experience as a sworn law enforcement officer in the State of Florida to include demonstrable experience as a law enforcement and/or corrections background investigator working with local, state, and federal agencies

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name