



**Position Title:** Part-Time Background Investigator

**Job Code:** 8104-00E

**Reports To:** Director Basic Law Enforcement

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The purpose of this job is to fingerprint and interpret the background results for all medical, educational, entry-level law enforcement, and employees of Miami Dade College.

**Duties & Responsibilities:**

- Physically fingerprint all students in the medical and educational schools, all employees, and law enforcement applicants.
- Interpret the results of the background for the Managers of the Medical Campus, School of Education, and Human Resources.
- Keep the College in compliance with all state and federal laws, such as the Jessica Lunsford Act, and our accreditation.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Must have completed the Basic Law Enforcement Academy and be currently certified by the Florida Department of Law Enforcement.
- The minimum number of years is five years as a sworn law enforcement officer in the State of Florida.
- Must know the criminal laws of the State of Florida.
- Must have a working knowledge of the Jessica Lunsford Act.
- Must be able to be sworn as a law enforcement officer.
- Must have knowledge of NCIC and FCIC and the use of the Florida Driver's License Database.
- Must have good communication skills.
- Must have prior experience working with local, state and federal agencies.
- Must have a basic knowledge of the fingerprinting procedures.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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