

***Special Investigator Assistant***  
***Knowledge, Skill, Ability, and Personal Characteristic Statement***  
***Rating Results***

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K01	Investigation techniques and procedures.
K02	Rules of evidence and court procedures.
A01	Interpret and apply laws and regulations to specific situations.
A03	Reason logically, draw valid conclusions, and make appropriate recommendations to staff.
A04	Communicate effectively at a level required for successful job performance.
A05	Prepare written documents and accurate detailed investigation reports clearly and concisely.
A06	Follow written and oral instructions.
PC01	Aptitude for investigation work.
PC02	Ability to be flexible.
PC03	Willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles.
PC04	Willingness to travel throughout the state.
PC05	Willingness to travel by various modes of transportation such as aircraft, state vehicle, train, bicycle, or water craft.
PC06	Good memory for names, faces, places, and incidents.
PC07	Neat personal appearance.
PC08	Emotional stability and maturity.
PC09	Demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.
PC10	Willingness to follow safety procedures per department policy.
PC11	Work irregular hours at various locations throughout the state.
PC12	Willingness to work independently at various locations in an office setting or in the field.
PC13	Possess a high degree of objectivity, dependability, diplomacy, tact, honesty, integrity, accuracy, keenness of observation and perceptiveness.