

Special Investigator Assistant
Essential Task Rating Results

Task #	Task Statement
1	Assist with the more routine phases of licensing and enforcement investigations.
2	Assist in locating and interviewing witnesses and persons suspected of violations.
3	Assist in obtaining and presenting facts and evidence to support administrative action or prosecution.
5	Prepare correspondence concerning licensing and investigations using MS Suite and other applicable databases.
6	Establish and maintain effective working relationships with co-workers, staffs, managers, the public, other government agencies, and industry.
7	Perform regular maintenance on assigned state vehicle used to perform daily job duties.
8	Perform minor investigations independently that are assigned by a staff person.
9	Assist staff to locate potential consumer, licensee, and industry violators.
10	Participate in interviews.
11	Assist and learn how to gather, review, analyze and evaluate evidence such as financial, court and business documents.
12	Assist in preparation and presentation of cases for criminal and/or civil prosecutions.
13	Prepare simple reports and memorandums on follow-up investigations.
14	Investigate licensing concerns requiring analysis and disposition under staff guidance.
15	Assist applicants in completing applications and ensuring compliance with applicable codes and regulations.
16	Respond to inquiries from consumers and industry regarding branch services and functions.
18	Testify in court or at administrative proceedings concerning investigative findings.
19	Prepare end of month reports, travel mileage logs, and weekly activity reports.
20	Assist in determining the necessity of licenses on a case by case basis.
21	Act as liaison for investigators when information is needed from Secretary of State, Department of Motor Vehicles, and Bankruptcy and local courts.
22	Confers with staff to receive direction, instruction, and advice, and discuss work processes, incidents, problems and plans.
23	Examine records, reports, and documents in order to establish facts and detect discrepancies under the direction of a staff investigator and/or management.

Task #	Task Statement
24	Assist in locating and interviewing plaintiffs, witnesses, or representatives of business and/or government in order to gather facts relevant in investigations or alleged violations.
25	Reviews and interprets federal, state, local, and departmental laws, rules and regulations and policies to gain a proficient level of knowledge of the agency's functions.
28	Assist in preparing and issuing corrective notices of alleged violations.