

***Supervising Special Investigator II (Non-Peace Officer)***  
***Knowledge, Skill, Ability, and Personal Characteristic Statements***  
***Rating Results***

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K1	Knowledge of investigative techniques and procedures.
K2	Knowledge of rules of evidence and techniques of identifying, preserving and presenting evidence.
K3	Knowledge of court procedures or case preparation and presentation for prosecution of criminal, civil, and administrative cases.
K4	Knowledge of resources used in locating persons and business entities.
K5	Knowledge of the legal process, the rights of citizens, laws of arrest, and search and seizure.
K6	Knowledge of interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
K7	Knowledge of the jurisdiction and responsibilities of Federal, State, and local law enforcement agencies.
K8	Knowledge of principles and techniques of personnel management and supervision.
K9	Knowledge of a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K10	Knowledge of interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
S1	Skill in planning, organizing, and directing others.
A1	Ability to interpret and apply provisions of the laws, rules, or regulations enforced or administered to specific cases.
A2	Ability to supervise staff in the performance of investigatory work.
A3	Ability to gather, analyze and prepare effective evidence.
A4	Ability to communicate effectively in writing by preparing, clear, concise and comprehensive correspondence and reports.
A5	Ability to communicate verbally to convey the appropriate information correctly.
A6	Ability to proficiently use various computer programs.
A7	Ability to establish and maintain cooperative relationships with persons and agencies.
A8	Ability to effectively monitor program operations and expenditures.
A9	Ability to apply judgment and knowledge to determine the best course of action applicable to the situation.
A10	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
PC1	Willingness to work irregular hours and overtime in various locations throughout the State
PC2	Willingness to work in adverse conditions.
PC3	Uses tact in all work-related situations
PC4	Keeness of observation
PC5	Good memory for names, faces, and incidents