

WASHINGTON STATE DEPARTMENT OF PERSONNEL
Class Code: 46670

Specification for Class of

AGO INVESTIGATOR/ANALYST

Abolished Effective June 1, 2005

Class Series Intent: Investigator/Analysts in this series support the mission of the Office of the Attorney General (AGO) to provide independent legal services to the State of Washington and its citizens.

Definition: Independently conducts comprehensive analysis and/or field investigation of factually complex criminal or civil incidents which typically involve civil litigation or criminal prosecution.

Distinguishing Characteristics: This class is the fully qualified working level for the AGO Investigator/Analyst class series. The Investigator/Analyst independently determines caseload priorities and methodology, and develops information critical to the preparation, defense or prosecution of civil or criminal cases in superior and federal courts. The Investigator/Analyst prepares written reports documenting case findings and conclusions, and consults with the litigation/prosecution team on case strategy throughout trial. May lead or otherwise oversee the work of AGO Investigator/Analyst staff. May supervise lower level investigative staff.

Work assignments at this level are made within those functional areas for which the AGO provides legal services or as otherwise directed by the Attorney General or designee. AGO functional area assignments are distinguished from assignments in other investigative classes as follows:

Tort Claims. The AGO Investigator/Analyst investigates tort claims made against the State of Washington. Investigative assignments are unlimited as to scope, subject matter and/or potential liability of the state. Typically, applicable case law does not exist and/or is not clearly defined.

Consumer Protection. The AGO Investigator/Analyst investigates fraudulent or illegal practices that span multiple businesses and which may involve other states, the federal government or other countries. Investigations are not limited as to scope, geographical area and/or subject matter. The AGO Investigator/Analyst does not investigate individual complaints or cases.

Medicaid Fraud. The AGO Investigator/Analyst conducts statewide criminal investigations into Title XIX Medicaid vendor fraud and/or abuse of patients in state, state licensed or vendor facilities to include sexual and/or physical assault, manslaughter, theft, forgery, criminal negligence and/or financial exploitation. Medicaid fraud investigations typically involve multiple-parties, thousands of documents and extensive analysis of electronic database contents to develop evidence admissible in court.

Sexually Violent Predator. The AGO Investigator/Analyst investigates issues directly related to the civil or criminal commitment of sexually violent predators.

The terms "investigative work", "investigations" and "analysis" as used in this class series refers to the process of gathering facts, developing evidence in accordance with the judicial rules governing admissibility in court and the analysis of case information either for the purpose of (1) substantiating and/or validating civil and/or criminal allegations or claims; and/or (2) providing expert consultation to law enforcement agencies concerning investigative methods, practices and case analysis support.

Investigator/analysts in this series perform a full range of investigative and analytical duties as required to complete case assignments. This includes: (1) researching and analyzing records to determine their relevance, reliability, authenticity, value, validity and correlation to other information; (2) responding to discovery requests such as interrogatories, requests for production of documents, and requests for admission; (3) obtaining statements, preparing or attending depositions or obtaining confessions; (4) obtaining and serving subpoenas to compel attendance of witnesses or to produce records; (5) collecting, handling and preserving evidence in accordance with the rules of evidence; (6) conducting field surveillance; (7) obtaining and coordinating service of search warrants; (8) advising parties of their constitutional rights; (9) writing investigative reports; (10) establishing proof of facts and evidence sufficient for use in a court or administrative hearing; (11) making recommendations and reviewing the case with assistant attorneys general, US Attorneys, private attorneys and/or prosecuting attorneys; (12) presenting evidence and completed investigations; (13) testifying in court or other proceedings; (14) providing expert analysis of case files and investigations; and/or (15) correlating evidence and pursuing leads as indicated.

Knowledge and Abilities

Knowledge of: investigative techniques and practices; principles and methods of effective interviewing and interrogation; operation of the judicial system; elements of proof; rules of evidence; trial testimony; case analysis; report writing and ethical conduct.

Ability to: independently plan an investigative strategy and carry out complex investigations in accordance with the rules of evidence; analyze the relevance, reliability, credibility and admissibility of obtained evidence; interpret and apply state and federal laws and regulations and case precedents; establish rapport with, and gain confidence of, law enforcement, hostile and reluctant witnesses, business community and client agencies/entities; write and speak clearly, concisely and accurately; organize and submit timely and accurate investigative reports; apply the rules of evidence and/or rules of arrest, search and seizure; gather and analyze specific types of data; research and interpret technical, professional, business and financial records; use a computer to access, analyze and organize information; create and maintain an atmosphere of integrity, respect and objectivity throughout the legal process; work under pressure with continually shifting case priorities and deadlines; maintain strict and complete confidentiality.

Minimum Qualifications

A Bachelor's degree and five years of experience in professional level investigative work which included authority to independently plan and conduct investigations in civil or criminal cases.

Additional qualifying experience in civil or criminal investigations will substitute, year for year, for education.

NOTES:

1. A valid driver's license is required.
2. Applicants will be required to submit to an extensive background check which may include: (1) criminal record, (2) driving record, (3) military service record, (4) credit rating, (5) finger printing, and/or (6) other appropriate background information.

New class: 7-9-99