



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$66,388 PER YEAR

CRIMINAL INVESTIGATOR III
(INSPECTOR GENERAL)
(CLASS CODE 0709)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

The Criminal Investigator develops investigative cases, including but not limited to evaluating complaints, developing investigative plans and handling cases according to Investigative Manual (IM) procedures. The Criminal Investigator interviews subjects of investigations, conducts field investigations, interviews witnesses, performs covert surveillance and reports results. The Criminal Investigator develops, compiles, reviews, handles, and transports documents and evidence relative to investigations. The Criminal Investigator charts and reports case progress, issues status reports and closing reports, drafts subpoena and summons requests and closing memos when so assigned. The Criminal Investigator must give testimony before administrative hearings and in the courtroom when required; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.
3. A Juris Doctorate degree from an accredited college or university.
4. Three (3) years of criminal justice or law enforcement experience.

OR

1. A Bachelor's Degree in accounting, finance, business administration, public administration, criminal justice, social science or a closely related field from an accredited college or university.
2. Certificate as a Certified Inspector General Investigator (CIGI), Certified Fraud Examiner (CFE) or Certified Fraud Specialist (CFS).
3. Five (5) years of experience in investigations in an Office of Inspector General or similar government investigatory agency on a municipal, state or federal level.
4. A valid driver's license must be presented at the time of application. Applicants must have an excellent driving record.

Note: Candidates will be required to use their personal vehicles for work.

Note: Copies or original documents of college diploma, college transcripts and certifications must be presented at the time of application. Copies are acceptable for purposes of application only; however, original documents must be presented before candidates can be hired.

Note: This position requires a one year probationary period.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

KIND OF EXAMINATION:

- a) A qualifying review of certification, training, experience, and license.
- b) If given a conditional offer of employment, a qualifying psychological/psychiatric evaluation will be given.
- c) A urinalysis test to detect illegal drug usage.

Note: A background investigation will be conducted, which will include a polygraph examination.

This is a non-competitive original entrance examination in accordance with Civil Service Rule V, Section 8.1(b).

Domicile requirements are currently waived for this examination. Applicants for this position must be United States Citizens.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).