

Missouri Department of Transportation Job Description

Job Title: Intermediate Investigator

Title Code: R04005

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Audits and Investigations

Effective Date: 06-15-2025

Replaces (Effective Date): 07-01-2022

General Summary

The intermediate investigator performs varied and moderately complex activities involving conducting investigations of fraud, waste, and, abuse allegations, employee grievances and complaints, and equal employment opportunity complaints, and assists in complicated investigations. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's degree in criminal justice, law enforcement, or related field, **AND** two years of experience in conducting investigations or interviewing witness, **OR**
- Six years of experience in conducting investigations or interviewing witnesses.

Special Working Conditions/Job Characteristics

- Job requires regular travel and occasional, statewide, overnight travel.

Examples of Work

1. Receives and processes fraud, waste, and, abuse allegations, employee grievances, internal equal employment opportunity (EEO) complaints and external EEO complaints received from state or federal EEO enforcement agencies.
2. Reviews applicable laws, regulations, and department policies and procedures regarding investigations and applies them to investigations.
3. Prepares responses to state and federal equal opportunity enforcement agencies and coordinates those responses with the Chief Counsel's Office.

4. Assembles, records, and evaluates facts pertaining to investigations.
5. Interviews employees, officials, and others to verify and obtain specific background information.
6. From case notes, draws conclusions, writes case synopses, assists in recommending appropriate actions, and maintains administrative records regarding cases.
7. Assists in developing interview questions, serves as witness to investigation interviews in complicated investigations, and conducts interviews in less complicated investigations.
8. Compiles final investigative reports including exhibits and charts.
9. Provides information regarding status of investigations to authorized personnel.
10. Performs other responsibilities as required or assigned.