

Missouri Department of Transportation Job Description

Job Title: Investigator

Title Code: R04003

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 investigator performs routine entry-level activities involving conducting investigations of fraud, waste, and abuse allegations, employee grievances and complaints, and equal employment opportunity complaints. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's degree in criminal justice, law enforcement, or related field, **OR**
- Four 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. Assists in the receipt and processing of 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. Assists with assembling, recording, and evaluating facts pertaining to investigations, and with interviewing employees, officials, and others to verify facts and obtain specific background information.
3. From case notes, assists in writing case synopses and recommending appropriate actions.
4. Maintains administrative records regarding cases.

5. Assists in developing interview questions and serves as witness to investigation interviews.
6. Assists in providing information regarding status of investigations to authorized personnel.
7. Performs other responsibilities as required or assigned.