

# Missouri Department of Transportation Job Description

**Job Title:** Senior Investigator

**Title Code:** R04001

**Salary Grade:** 7

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

**District/Division:** Central Office – Audits and Investigations

**Effective Date:** 06-15-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The senior investigator performs varied and complex activities involving conducting investigations of fraud, waste, and abuse allegations, employee grievances and complaints, and equal employment opportunity complaints. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in criminal justice, law enforcement, or related field, **AND** four years of experience in conducting investigations or interviewing witness, **OR**
- Eight 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. Conducts investigations of a complex nature and serves as lead worker on such investigations, including conducting interviews and writing investigation reports.
2. 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 agencies.
3. Reviews applicable laws, regulations and department policies and procedures regarding allegations and applies them to investigations.

4. Prepares responses to state and federal equal opportunity enforcement agencies and coordinates those responses with the Chief Counsel's Office.
5. Provides information regarding status of investigations to authorized personnel.
6. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
7. Performs other responsibilities as required or assigned.