# Compliance Control Investigator

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 12/18**

**Job Summary:** This position performs a variety of administrative duties to support the Office of Professional Responsibilities (OPR). Work requires a comprehensive knowledge of Agency rules, policies, procedures and ordinances. Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives general supervision from, and reports directly to the Supervisor of OPR; analyzes video for Public Information requests, as well as video for quality assurance and Use of Force. Performs audits and inspections, Administrative Investigations involving non-sworn personnel; and performs other duties as assigned.

**Essential Functions:**

1. Views Body Worn Camera (BWC) and Mobile Video Recorder (MVR) video as they relate to Use of Force reviews;
2. Performs Administrative Investigations involving non-sworn personnel;
3. Views and prepares video for Public Information Act requests;
4. Prepares BWC and MVR video and audio recordings for court personnel, States Attorney’s Office;
5. Investigates complaints against non-sworn personnel and effectively briefs the Supervisor regarding the findings;
6. Prepares videos and audio for quarterly presentations;
7. Performs Agency audits and inspections;
8. Identifies potential policy violations during review of BWC and MVR data;
9. Maintains and manages records relevant to the Office of Professional Responsibilities;
10. Adherence to strict confidentiality standards;
11. May:
* Conduct research specific to agency needs;
* Design and format presentations and flyers;
1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Sheriff’s Office policies and procedures;
2. Ability to act as a representative of Sheriff’s Office to the public;
3. Expert knowledge of agency practices and procedures;
4. Adherence to strict confidentiality;
5. Ability to read and comprehend relevant documents associated with agency operations;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
7. Ability to maintain strict confidentiality in all matters pertaining to the agency;
8. Ability to prioritize and multitask;
9. Ability to complete assigned tasks accurately and in a timely fashion;
10. Ability to use available resources to research information;
11. Ability to prepare and maintain accurate records and comply with record retention requirements;
12. Ability to operate relevant computer operating systems, including hardware and software, and simple office machines;
13. Ability to work with sensitive information and maintain appropriate confidentiality;
14. Ability to pass a comprehensive background investigation.

**Education and Experience:**

1. Three years or more of related job experience;
2. Or equivalent technical training, education, and/or experience.
3. Criminal and / or Internal Affairs Investigator experience is desired but not required

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date