HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Background Investigator

Job Code: W1309
Pay Grade: WL
Pay Scale: $26.32-$49.06 Hourly; $54,745.60-$102,044.80 Annually
Exempt: No

OVERVIEW

Utilize investigative techniques to conduct background investigations while supporting the hiring and recruitment of staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Work collaboratively with hiring managers to understand job functions and screen applications for candidate eligibility.
- Conduct interviews to assess candidate viability.
- Conduct comprehensive background checks on candidates, including criminal, court, and driving records, personal references, credit history, military service, and employment and education history.
- Conduct criminal history checks on vendor, contractor, and volunteer applicants.
- Evaluate and verify application submissions for accuracy and eligibility; follow-up to obtain clarification or supplementary details.
- Schedule polygraphs, medical screenings, psychological evaluations, and onboarding appointments.
- Assist candidates and hiring managers with the application and onboarding processes.
- Maintain and document confidential information.
- Attend job fairs as an agency representative.
- Source and evaluate platforms to attract qualified candidates.
- Complete special projects and perform related duties as needed.

KNOWLEDGE & ABILITIES

- Knowledge of recruitment and selection procedures.
- Knowledge of background investigation methods and research techniques.
- Knowledge of effective interviewing practices.
- Knowledge of social media as it relates to background screening.
- Knowledge of English grammar, punctuation, and spelling.
- Working knowledge of HR policies and hiring practices.
- Ability to work independently and as part of a team.
- Ability to prioritize tasks and meet deadlines with attention to detail.
- Ability to assess candidate qualifications and suitability.
- Ability to handle sensitive information with discretion and objectivity.
- Ability to write concise and accurate investigative reports.
- Ability to maintain effective working relationships.
- Ability to represent the agency professionally at public events.

SKILLS

- Relationship Building
- Applicant Tracking Systems (ATS)
- Recruiting
- Applicant Sourcing
- Job Interviews
- Written Communication
- Investigative Skills
- Verbal Communications
- Deadline Management
- Structured Interviews
- Background Investigations

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of experience in investigations, data analysis or performing administrative duties.

OR

- An associate’s degree from an accredited institution of higher education in Business Administration, Human Resources Management, Criminal Justice, Public Administration, or related field.
- Two years of experience in investigations, data analysis or performing administrative duties.

OR

- A bachelor’s degree from an accredited institution of higher education in Business Administration, Human Resources Management, Criminal Justice, Public Administration, or related field.
- One year of experience in investigations, data analysis or performing administrative duties.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.

- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited institution of higher education with a major in criminal justice or political science.
- Experience recruiting, interviewing, and conducting background investigations.
- Software experience in Workday, FCIC/NCIC, and Versadex.
- Experience working in a law enforcement environment.
- Bilingual in Spanish.