

**An Open Competitive Recruitment for:  
CRIMINAL INVESTIGATOR 3**

**APPROXIMATE ANNUAL SALARY - \$55,206.72 to \$82,851.84 PAY GRADE: 40**

For more information on benefit and retirement programs, please see the sections below.  
In order to receive consideration, applicants must indicate their availability for any work type, travel,  
and location requirements listed.

**JOB INFORMATION**

- Work Type: A Permanent, full time vacancy
- Department: [Secretary of State](#)
- Division: Secretary of State
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 13.243

**RECRUITMENT INFORMATION**

- Announcement Number: 16060
- Open to all qualified persons.
- Posted [Post Date TBD]
- Recruiter: Not Assigned
- Applications accepted until recruitment needs are satisfied

\*\* Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

**The Position**

Criminal Investigators learn standard investigative and law enforcement techniques to perform criminal investigations involving violations of federal and State laws.

Incumbents are assigned responsibility for investigative assignments or functions within an enforcement area (e.g., task force, general investigations unit). Positions at this level receive general supervision from a Supervising Investigator. Work is reviewed through case reports, activity reports, meetings and as the need arises. Assignments are performed independently or require providing direction to lower level investigators assigned to the case.

This investigative position performs criminal investigations involving violations of federal and/or State law. Criminal Investigators utilize standard investigative and law enforcement techniques.

Investigators conduct interviews with cooperating individuals, witnesses, State and local law enforcement and criminal justice agency officials, and other sources to obtain information regarding the criminal investigation, case history, goals, and objectives. Gather and preserve evidence, search crime scene, take photographs, sketch diagrams, talk with witnesses and suspects, document information, transport, secure, prepare, and analyze evidence by following proper evidentiary procedure. This position requires the investigator to: develop case files and maintain case logs and reports; document investigative activities in chronological order to develop and formulate facts and leads; establish patterns and trends; determine motives; support enforcement actions; utilize information to write affidavits, request search and arrest warrants, and develop final case reports prior to initiating criminal prosecution. In addition this position requires the investigator to perform surveillance and/or covert activities by using wireless electronic audio equipment, and personally conducting transactions with suspects to gather evidence, develop leads, and establish probable cause. Investigators prepare, obtain, and execute legal documents such as affidavits, search warrants, arrest warrants, and subpoenas in support of the criminal justice process and criminal prosecution. Prepare investigative reports encompassing all events and facts pertaining to the case in chronological order; outline violations committed, documentation of evidence, link charts, statements from witnesses and cooperating individuals, statement of facts, and provide testimony in a court of law.

To see full Class Specifications visit: <http://dop.nv.gov/schematic13.htm>

**To Qualify:**

In order to be qualified, you must meet the following requirements:

**Education and Experience (Minimum Qualifications)**

- Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and three years of criminal investigative or law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives. Work experience may be obtained in a law enforcement, investigative or comparable setting; OR high school graduation or equivalent (GED) and five years of experience as outlined above; OR one year as a Criminal Investigator II in Nevada State service; OR an equivalent combination of education and experience.

**Special Notes**

- Applicant must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.

**Special Requirements**

- A valid driver's license is required at the time of appointment and as a condition of continued employment.
- A State of Nevada/FBI background check will be required of the selected applicant.
- A pre-employment criminal history check and fingerprinting are required.

**The Examination**

**Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

**INFORMATIONAL LINKS**

For more information about state employment, visit the following:

Department of Personnel: <http://dop.nv.gov>

Public Employees Retirement System:

<http://www.nvpers.org>

Public Employees Benefits Program:

<http://pebp.state.nv.us>

**REFER A FRIEND**

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

**Direct Inquiries or Correspondence to:**

**Nevada State Department of Personnel  
Northern Nevada**

209 East Musser Street,  
Room 101

Carson City, Nevada 89701-4204

**Nevada State Department of Personnel  
Southern Nevada**

555 East Washington Avenue,  
Suite 1400

Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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