

Police Applicant Screening Service (PASS)

Phone: 727-864-3822
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Allstate Center, Suite 135
3200-34th Street South
St. Petersburg, FL 33711
www.policestandards.org

Office Hours 7:30 to 3:30
Monday Through Friday

Open Position Announcement

- POSITION TITLE:** Background Investigator
- HOURS:** Full Time
- SALARY:** \$41,246 per year. Bi-weekly pay period.
- BENEFITS:** Vacation, paid holidays, medical and life insurance, participation in Florida Retirement System.
- DESCRIPTION:** The position completes a comprehensive background on all applicants going through the PASS process, to include assisting with all aspects of the processing of each applicant, such as providing information by phone or in person, registration, testing, processing application and all documents, interviewing, conducting records search and completing a written synopsis on each candidate. Reports to Executive Director.
- NATURE OF WORK:** The employee solves a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning; composes sensitive, non-routine correspondence requiring tact and diplomacy and/or composes reports or summaries for which established formats generally do not exist; interviews or discusses detailed information, frequently involving customer/citizen problems or complaints. The employee has daily contact with other Department employees, employees in other departments, and the public with weekly contact with employees in other organizations. Planning and scheduling is significant where a relatively large part of the job is planning/scheduling activities for others and the employee. Work involves moderately complex, relatively standardized tasks, processes and preparations following established laws and procedures. Work is assigned by supervisor who provides general guidance allowing for employee planning of procedures and methods to attain objective.
- ESSENTIAL FUNTION:** Although not all inclusive some essential functions are:
- Conducts a comprehensive interview with each applicant covering information and documents collected by PASS and using the Administrative Interview questionnaire; conducts a follow up interview for applicant's that have discrepancy information in their file:
 - Performs such background work as completing a notebook on each

candidate based on requests for information mailed to previous employers, previous schools, personal references, law enforcement checks and documents collected by PASS; completes written synopsis of the information collected by PASS on each candidate making sure that it meets state and local requirements;

- Provides support to Departmental activities, to include, but not limited to, general office duties, registering applicants, operating basic office machines, processing mail; reviewing/re-writing forms and questionnaires based on rule and law changes; providing information about the background process to applicants, PASS staff, staff from other agencies and during recruiting; providing information to out of state applicants about the process to transfer training and experience to Florida; conducting investigation required to verify candidate meets those requirements and complete process with Florida Department of Law Enforcement.

REQUIREMENTS:

Minimum educational requirement is an Associate's Degree with preference toward a Bachelor's Degree. Must have at least five years of experience in a Law Enforcement related field. Must possess and maintain a valid driver's license.

TO APPLY:

The following documents must be submitted:

1. Résumé and Cover Letter highlighting qualification and experience.
2. Completion of a Personal History Statement – Applicants are required to contact Staff Assistant Jennifer Chen (727-864-3822) to obtain secure access to POBITS (online investigative management and tracking system) for a thorough background investigation.

DEADLINE:

Friday, September 20, 2019

Police Applicant Screening Service
Attn: Executive Director
3200 34th Street South, Suite 135
St. Petersburg, FL 33711

Address questions to:
Mike Waters
Executive Director
727-864-3822 Ext. 12

PASS is an Equal Opportunity Employer