



Job Description

Job Title: General / Surveillance Investigator
Department: Investigations
Reports to: Operations Manager
FLSA Status: Non-Exempt
Prepared By: Jeff Harper
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Summary

Conducts investigations/surveillances of general and specific natures as determined by client needs. Able to testify in court if required.

Company Overview

Clarence M. Kelley and Associates, Inc. (CMKA) is a professional investigative and security consulting firm based in Kansas City, Missouri. Utilizing expertise's derived from various federal, state and local divisions of Law Enforcement; CMKA has positioned itself as a Midwest centered industrial leader. Clarence M. Kelley and Associates, Inc., through its' staff of uniquely qualified professionals, has the mission of providing the highest quality investigative and security consulting services while abiding by the highest professional ideals.

Education

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Law Enforcement or Military experience required.

Personal Attributes

- Client driven
- Self-starter
- Interpersonal skills
- Multi tasking
- Time and project management
- Attentive to detail

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Able to meet with clients, establish nature of problem, work with case manager to establish investigative protocols.

Conduct investigation / surveillance to include physical gathering of evidence, interview witnesses, take photography or video photography as necessary.

Verbally communicate interim results with clients and case manager.

Draft clear and coherent reports.

Specific subsets of investigations include, but are not limited to:

- White collar crimes
- Taking of fingerprints
- Electronic countermeasures technician

It is imperative that each investigator always present and convey a positive and professional image of himself and our company. In the most basic form, this is marketing. Marketing is simply the presenting of yourself in the most favorable way to let a client or potential client know you are capable, qualified and genuinely interested in working with them. This activity can be done one on one or by attending and participating in conferences or exhibitor opportunities. Each investigator must do their part in these marketing efforts. Remember that good results from marketing are only anticipated, however, good effort attempts are expected.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to walk on uneven ground, up and down stairs, reach over the head, lift approximately 40 pounds, vision correctable to at least 20/40 for object and witness identification in court.

Ability to operate a computer and designated software as necessary. Ability to visit client and case related locations in environments ranging from office buildings, to warehouses, to residences, or to open fields.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment can change from office to outdoors in inclement, hot or freezing weather. Able to drive and operate inside a vehicle, sometimes for extended periods of time.

Software Requirements

Word processing software knowledge desired.

White-collar crime specialists require accounting database knowledge and ability to develop databases.

Windows 95, Microsoft Word, Microsoft Excel, Microsoft Access

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine coherent reports and correspondence. Ability to speak and listen effectively with individuals. Ability to speak effectively before groups of customers or employees of organization desired.

Mathematical Skills

Knowledge of general mathematics.

A white-collar crime specialist requires basic accounting knowledge.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses and Registrations

Investigators will be able to obtain required state/local licenses prior to beginning investigative work.

18 hours of professional education as to meet local and state requirements is annual minimum requirement.

Re-Location

This position does not qualify for re-location reimbursement.