

RETIREMENT INVESTIGATOR

DEFINITION

Under general supervision, investigates claims of County and other District employees for disability retirement. Gathers evidence, locates and interviews witnesses, other work as required.

CLASS CHARACTERISTICS

The incumbent of this class reports to the Retirement Administrator while working closely with County Counsel attorneys in preparing disability retirement cases. The Retirement Investigator interviews witnesses, reviews and analyzes medical reports, gathers information, reviews records, arranges for expert witnesses and may conduct surveillance activities.

The incumbent in this class is expected to work independently, possess strong analytical and communication skills; be attentive to details and work effectively with others.

EXAMPLES OF DUTIES

1. Ascertains and implements appropriate methods of investigation for the gathering of evidence presented in support of applications for disability retirement filed by members of the Orange County Employees Retirement System.
2. Researches and reviews files of various agencies or other sources and/or contacts to obtain information relating to disability retirement claims.
3. Reviews workers' compensation files, interviews administrators or insurance companies to determine circumstances behind disability claims.
4. Locates and interviews applicants, witnesses and others and obtains statements and/or records as necessary; serves subpoenas as necessary.
5. Conducts surveillance and films or photographs as necessary.
6. Prepares reports of action taken and findings in investigation of cases.
7. Appears before the Board of Retirement and/or hearing officers in connection with pending applications for disability retirement and testifies if necessary, which may include Superior Court.

MINIMUM QUALIFICATIONS

Special Requirement

Applicants must pass a background investigation to the satisfaction of the hiring authority.

Experience

Two years investigative experience which demonstrates performance of the kinds of duties listed above.

Education or training in a law enforcement or a related field leading to the development of the required knowledges and abilities listed as minimum qualifications may be substituted for up to one year of the required experience on the basis of one year of education for six months of experience.

Knowledge of

Methods and techniques of investigation including interviewing, gathering and presenting evidence, identification issues and related legal techniques.

Ability to

Gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions and make sound judgments.

Prepare clear, concise, comprehensive reports; make oral presentations as necessary.

Work effectively with a variety of agencies and persons.

Operate various technical investigative equipment such as tape recorder, camera, electronic sound equipment.

Use a County-approved means of transportation to travel to and from work sites.

License Required

Possession of a valid California Driver License, Class 3 or higher, by date of appointment.

LT:sj

10/25/99