

CIVIL SERVICE ANNOUNCEMENT

**APPROVED C.S.C MINUTES 4/12/13 Im ANNOUNCEMENT NO. 30**  
**OFFICE OF PROFESSIONAL STANDARDS INVESTIGATOR (NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$20,092.80 to \$56,847.23 per Year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, APRIL 26, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 23, 2013.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 23, 2013.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under supervision, conducts investigations into citizen complaints of police misconduct, Use of Deadly Force, and in-custody injuries or deaths. Reviews cases filed with the Civilian Police Review Board as well as related investigative reports. Conducts investigations on non-police safety personnel. Conducts research and special assignments as determined by the Administrator. Identifies allegations. Gathers physical and documentary evidence to provide a body of information for analysis and resolution of complaints. Prioritizes tasks and meets required deadlines. Makes recommendations and testifies before the Civilian Police Review Board concerning completed investigations. Interacts with members of the community. Assigns case numbers and creates case files for newly received complaints. Processes paperwork related to the Office of Professional Standards and the Civilian Police Review Board. Maintains files. Develops and maintains statistical data and information as it relates to complaints filed. Preserves evidence in a secure manner for evaluation and analysis. Prepares materials related to public records requests and for the Annual Report. Prepares cases for presentation. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree in Criminal Justice, Public Administration, Social Science, Public Safety Management, or a closely related field from an accredited four-year college or university is required. Five years of full time paid investigative experience, three of which must be in conducting and administering investigations which includes recordkeeping, interviewing witnesses, and evidence gathering, is required. Three years of Diversity Training is strongly preferred. (Substitution: Two years of related experience may substitute for each year of college education lacking.) Must be able to become LEADS certified. Must be familiar with the use of audio/visual recording and playback equipment. Must have strong analytical writing skills and must be able to demonstrate such. A valid State of Ohio Driver's License is required.

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**