STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Investigator to the Office of the Commissioner of Political Practices Position: Commissioner of Political Practices Division and Bureau: Section and Unit:

Job Overview: This position is that of investigator to the Office of the Commissioner of Political

Practices of the State of Montana (Office).

Essential Number: 3220009 Location: Helena, Montana

Department Functions (Major Duties or Responsibilities):

The major duties of this job are as follows:

1. **40%.** Direct responsibility, under supervision of the Commissioner, for investigation of the facts relative to the issues raised by Complaints (campaign practices or lobbying) filed with the Office.
2. **30%.** Team responsibility, working with Attorney and/or Commissioner, for regular oral and written reports of results of investigation with adjustments for additional information required to refine the objectives and goals of the investigation to serve the on-going needs of the projects.
3. **10%.** Prepare reports on special issues or projects as assigned by Office.
4. **10%.** Review and comment on Decisions issued by the Commissioner with emphasis on checking the facts of investigation cited in the Decision.
5. **10%.** Perform tasks, under the direction of Attorney or Commissioner, relative to preparation of cases for trial or hearing.

Supervision

The number of employees supervised is zero.

Physical and Environmental Demands: The job is a skilled labor job performed primarily at a desk and has no unusual physical or environmental demands.

Knowledge, Skills and Abilities: The job requires: a thorough understanding of Montana's intricate campaign finance laws, as well as a practical understanding of the relationship between Montana's election administrators, candidates and the Commissioner's office; an understanding of the sources of information related to tracing the actions of people and entities; an understanding of computer programs that assist investigation; the ability to conduct in person interviews; the ability to conduct internet based investigative research; the ability to work as part of a team of lawyers and other professionals; and, the ability to assemble facts into a useable format.

Minimum Qualifications (Education and Experience):

The education required is demonstrated applied knowledge of the the regulatory relationship between government and private entities equivalent to that gained through a liberal arts college degree, along with at least 3 years of hands-on regulation related investigative work with a government agency or private entity. A combination of technical degrees, specific class training and experience can be substituted for the college degree requirement.

Special Requirements:

List any other special required information for this position

- ☐ Fingerprint check
- ☐ Background check
- Safety Information
- ☐ Valid driver's license
- ☐ Other; Describe

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

	Commissioner	9-17-2013
Immediate Supervisor	**Title**	**Date**
Administrative Review	**Title**	**Date**

My signature below indicates that I have read this job description.

J Stiab	Investigator	9-17-13
Employee	**Title**	**Date**

Human Resources Review

Job Code Title: **Job Code Number:** **Pay Band:**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt ☐ FLSA Non-Exempt

☐ Telework Available ☐ Telework Not Available

☐ Classification Complete ☐ Organizational Chart attached

Union Code

Human Resources:

Signature **Title** **Date**