



City of Kansas City, Missouri Job Class Specification

Job Title: SPECIAL INVESTIGATOR **Department:** MULTI
Job Code: 3214 **Status:** NONEXEMPT **Grade:** L-6

Summary This is responsible investigative work in the enforcement of municipal ordinances, rules and regulations.

Work involves responsibility for inspecting and enforcing municipal ordinances, rules and regulations governing building and zoning codes, sale of alcoholic beverages or commercial recreation center ordinances. Requires considerable initiative and independent judgment are exercised in directing the activities of others.

Duties and Responsibilities

- Assists in the enforcement of municipal n ordinances, rules and regulations on a citywide basis.
- May lead or coordinate subordinates in conducting field investigations and inspections to determine and enforce compliance with municipal ordinances, rules and regulations Assists in training and instructing new field personnel.
- Review reports of investigations, inspections and related matters; correlates field investigation reports, material and evidence and submits them to superior for final disposition.
- Processes applications for new or renewal of liquor licenses; refers fingerprint cards to police records and identification bureau for police information; ensures that pertinent information concerning individual applicants is placed inside of appropriate applicant file.
- Assists in the preparation of municipal ordinances pertaining to commercial recreation centers and building and zoning codes
- Establishes hearing dates for violators of municipal ordinances to revoke or suspend licenses.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of the City of Kansas City, Missouri, ordinances, rules and regulations; the principles and methods of investigation and enforcement of laws; business practices.
- Must demonstrate ability to; ascertain facts and secure evidence by personal contact and observation; cope with difficult enforcement problems, firmly, tactfully and impartially.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions.

Education and Experience

High school graduation and one (1) year experience as an investigator, law enforcement officer or inspector conducting field investigations and inspections.

Certificates/ Licenses/Special

- Must be of legal age and eligible to receive a commission as a special officer with the Kansas City, Missouri Police Department at time of appointment.

Requirements	<ul style="list-style-type: none">▪ Must pass a physical examination as prescribed by the City.▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision. Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	9/06
Revised	07/17, 8/2022