



El Paso County (CO) Background Investigator

SALARY	\$67,558.40 - \$69,118.40 Annually	LOCATION	Colorado Springs, CO
JOB TYPE	Full-Time	JOB NUMBER	2400036
DEPARTMENT	Sheriff's Office	OPENING DATE	01/20/2024
CLOSING DATE	2/4/2024 11:59 PM Mountain		

Need more information on completing a job application? See the [EPC Application process here](#).

Job Summary

Please be advised this position may close on or after 01/22/2024, without advance notice, should we receive a sufficient number of applicants.

Salary to be commensurate with qualifications

This is an in-person position and is not eligible for remote work. This position has an anticipated work schedule of Monday – Friday, 8:00am – 4:30pm, subject to change. Under FLSA guidelines, this position is non-exempt.



Employment Benefits

Work Life Balance

- 12** Vacation days (96 hours)
- 3** Personal days (24 hours)*
*prorated based on start date
- 12** Sick days (96 hours)
- 11** Holidays

Additional Benefits:

- Medical, Dental, Vision, and Life Insurance
- Employee Fitness Centers
- 2 Onsite Health Centers
- Defined Benefit Retirement Plan
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Public Service Student Loan Forgiveness eligible employer
- Employee Assistance Program
- Long & Short-term Disability Benefits

www.elpasoco.com/benefits

Conducts and coordinates pre-employment background investigations for the El Paso County Sheriff's Office.

Essential Duties/Responsibilities

- Reviews completed applicant personal history statements and Truth Verification pre-applications for accuracy, inconsistencies, omissions, and falsifications.
- Obtains and reviews criminal justice records, credit reports, and traffic histories.
- Conducts telephone and personal interviews to verify employment, residential, military service, references, education, and organizational affiliations.
- Demonstrates effective interpersonal verbal communication skills required to discuss matters which are of a sensitive and sometimes of an inflammatory nature with candidates and others contacted during the course of an investigation.
- Performs other duties as required.

Qualifications

Knowledge, Skills, and Abilities:

- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Must possess ability to exercise discretion and maintain a high level of confidentiality.

- Ability to work with minimal supervision, have excellent organizational skills, be responsible, have the ability to multi-task, make decisions under stress, and meet deadlines.
- Must have the ability to provide accurate information and possess a high level of attention to detail.
- Ability to establish and maintain effective working relationships with EPSO staff, other County personnel, agencies, and the public.
- Must possess excellent writing and communication skills involving topics that are of a sensitive and sometimes inflammatory nature.
- Knowledge of computers, including word processing, database, and spreadsheet programs. Ability to use standard office equipment, including computer, telephone, fax machine, and copier.
- Maintain regular and punctual attendance.

Required Education and Experience:

- High school diploma or equivalent education.

Preferred Education and Experience:

- Bachelor's degree in criminal justice or related field.

Licenses/Certificates:

- Must possess and maintain a valid driver's license.
- Must obtain and maintain Criminal Justice Information System (CJIS) Compliance within six months of employment.

Pre-Employment Requirements:

- Must pass conditional post offer background investigation, truth verification examination, motor vehicle record check, and drug screen.

Work Conditions

Duties are primarily performed in an office environment; some travel required.

VISION

El Paso County will be a trusted regional leader known for excellence in county service delivery.

PURPOSE

We provide essential public services to the Pikes Peak Region in support of our residents, businesses, and communities, enhancing the freedom for all to thrive.

El Paso County is an E-Verify and Equal Opportunity Employer.

El Paso County adheres to Federal drug screening guidelines and requires a pre-employment drug screen.

Agency

El Paso County (CO)

Department

Sheriff's Office

Address

El Paso Office of the Sheriff
27 East Vermijo Avenue
Colorado Springs, Colorado, 80903

Website

<https://www.epcsheriffsoffice.com/>

Background Investigator Supplemental Questionnaire

***QUESTION 1**

How did you learn of this position?

- ☐ El Paso County Website
- ☐ Indeed.com
- ☐ Employee Referral
- ☐ Social Media (Twitter/Facebook)
- ☐ LinkedIn
- ☐ University/College Career Site
- ☐ Industry-specific Career Site
- ☐ Professional Membership Career Site
- ☐ Career Fair

☐ Other

***QUESTION 2**

Do you have a high school diploma or equivalent education?

☐ Yes

☐ No

***QUESTION 3**

Do you have a Bachelor's degree in Criminal Justice or a related field?

☐ Yes

☐ No

***QUESTION 4**

Do you have a valid driver's license?

☐ Yes

☐ No

***QUESTION 5**

The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

☐ Yes

☐ No

*** Required Question**