



WASHINGTON COUNTY, OREGON  
invites applications for the position of:  
**County Investigator**

An Equal Opportunity Employer

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**SALARY:**

Monthly  
\$7,535.15 - \$9,612.91

Annually  
\$90,421.80 - \$115,354.92

**OPENING DATE:** 09/17/22

**CLOSING DATE:** 10/09/22 11:59 PM

**THE POSITION:**



Washington County is seeking a **County Investigator** to conduct fact-finding investigations related to complaints, claims, or other events received by County Counsel, Risk Management, Human Resources, Office of Equity, Inclusion, and Community Engagement, and the County Administrative Office.

The main duties of this position include interviewing employees, collecting documentary evidence and managing investigation files, as well as drafting initial investigation reports and communicating the findings to County Managers and executives. For a complete list, please use this link: [County Investigator](#)

The County Investigator will have a proven background in conducting investigations from an organizational lens of infraction of law, policy, or organizational values. They will have excellent critical thinking and objectivity skills, lead with emotional intelligence, and center equity in evaluation, analysis, and recommendations made. A proven track-record of understanding Title VI and Title VII and supporting equitable outcomes for all people will be a key focus in our hiring process.

Our ideal candidate will have prior knowledge of:

- Federal and Oregon laws related to tort claims, public sector laws, and employment law, including civil rights, disability rights, and affirmative action laws and their application within governmental jurisdictions;
- Best practices related to documenting, tracking, investigating, and report writing for complaints related to employee and community member discrimination, harassment, or retaliation based on protected class status;
- Best practices in conducting interviews with employees and witnesses to build rapport and establish a safe and comfortable environment;
- Best practices for writing reports that are objective, thorough and provide both summary and detail sections.

As well as skills to:

- Give close and thoughtful attention to what others are saying and ask clarifying questions as appropriate;
- Approach others and situations in an honest and genuine manner with a focus on equity, diversity, and inclusion;
- Learn and incorporate County policies and procedures;
- Communicate effectively orally and in writing as appropriate for the needs of the audience;
- Work independently as an individual contributor, with the future possibility of developing a team.

\*This is a hybrid position - the majority of investigations will be completed on site and in person.\*

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role, even if you believe you do not meet all of the hiring criteria described above.

[Click here](#) or visit the **Benefits** tab to learn more about our award-winning **Benefit and Wellness Program at Washington County!**



### Minimum Qualifications

- A Bachelor's Degree in Business Administration or Management, Human Resources, Public Administration, Social Science, Law, Criminal Justice, Law Enforcement, or other related degree program from an accredited institution of higher education; **AND** Four (4) years of professional experience related to the position where conducting investigations were a core function of the role; **OR**
- An Associate Degree in Business Administration or Management, Human Resources, Public Administration, Social Science, Law, Criminal Justice, Law Enforcement, or other related degree program; **AND** Six (6) years of professional experience related to the position where conducting investigations were a core function of the role; **OR**
- Eight (8) years of professional experience related to the position where conducting investigations were a core function of the role.

### Additional Requirements

- Must successfully pass a thorough background investigation prior to appointment.
- Must possess a driver's license valid in the State of Oregon and have an acceptable driving record per [Washington County policy](#).

### Next Steps

1. **Apply today!** In lieu of a resume, you are required to complete and submit an online application, which will be used to screen for minimum qualifications (MQs) and to determine starting pay in accordance with the provision of the Oregon Equal Pay Act.
2. **MQ Review:** HR will screen applications for MQs after the posting closes - **after October 9, 2022.**
3. **Subject Matter Expert (SME) Review:** Depending on the number of applicants that meet MQs, a SME panel may perform an in-depth evaluation of your application materials,

including your responses to the supplemental questions. This process will begin **October 17, 2022**.

4. **Panel Interview(s):** Our goal is to schedule panel interviews with candidates who successfully pass the SME Review as soon as possible.
5. **Conditional Offer of Appointment:** Human Resources will conduct a salary analysis for the successful candidate(s) and extend an offer of appointment.
6. **Post-Offer Check:** The successful candidate will undergo a thorough background and driving record check.
7. **Start Date:** A start date will be determined after all conditions of employment have been met.

### **Our Commitment to You**

We are committed to using a merit-based system in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities. Washington County values a culture of equity, diverse perspectives, and life experiences. Our organization embraces innovation, collaboration and work-life harmony. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our diverse community. We are an equal opportunity employer with a commitment to diversity and an inclusive workforce. Women, minorities, veterans, and people with disabilities are encouraged to apply.

- **Veterans' Preference:** If you are a veteran and would like to request veterans' preference points for this recruitment, please review instructions using this link: [Veterans' Preference Points \(Download PDF reader\)](#).
- **Accommodation under the Americans with Disabilities Act:** A reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in the selection process for this recruitment. To obtain confidential assistance, please contact Human Resources at 503-846-8606 or [hr@co.washington.or.us](mailto:hr@co.washington.or.us) at least 48 hours before the step(s) of the selection process for which you feel you need an accommodation.

### **Additional Resources**

- **Questions about this recruitment?** Contact Mia Richards at [mia\\_richards@co.washington.or.us](mailto:mia_richards@co.washington.or.us)
- New to GovernmentJobs.com? Visit <https://www.governmentjobs.com/home/applicationguide> for a comprehensive, step-by-step guide on the application process. Need technical support? Call Government Jobs' Live Application Support at 855-524-5627.

### **ESSENTIAL JOB DUTIES:**

### **MINIMUM QUALIFICATIONS:**

### **SUPPLEMENTAL INFORMATION:**

OUR OFFICE IS LOCATED AT:  
Washington County Public Services Building  
155 N First Avenue Ste. 270  
Hillsboro, OR 97124  
503-846-8606  
[HR@co.washington.or.us](mailto:HR@co.washington.or.us)

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## County Investigator Supplemental Questionnaire

\* 1. The minimum qualifications for **County Investigator** are:

- A Bachelor's Degree in Business Administration or Management, Human Resources, Public Administration, Social Science, Law, Criminal Justice, Law Enforcement, or other related degree program from an accredited institution of higher education; **AND** Four (4) years of professional experience related to the position where conducting investigations were a core function of the role; **OR**
- An Associate's Degree in Business Administration or Management, Human Resources, Public Administration, Social Science, Law, Criminal Justice, Law Enforcement, or other related degree program; **AND** Six (6) years of professional experience related to the position where conducting investigations were a core function of the role; **OR**
- Eight (8) years of professional experience related to the position where conducting investigations were a core function of the role.

Do you meet the minimum qualifications for this position?

**Note:** One (1) year of work experience is equivalent to 2080 hours (Ex: 40 hours/week x 52 weeks = 2080 hours).

Yes    No

\* 2. Select your highest level of related education.

- Bachelor's Degree or higher
- Associate Degree
- None of the Above

\* 3. Regarding the above question, enter the focus of your degree here.

- Business Administration or Management
- Human Resources
- Public Administration
- Social Science
- Law
- Criminal Justice
- Law Enforcement
- Other related degree program
- None of the above.

\* 4. If you chose "other related degree program" in the question above, please enter your related degree program below. If this does not apply to you, please enter "N/A".

\* 5. **Driving Record Check**

Driving a motorized vehicle is an essential function for this position. Successful applicants must possess a valid driver's license and an acceptable driving record.

Washington County will conduct a driving record check on applicants at the interview phase or prior to employment (timeline based on classification).

***To assist in this process, please check ALL applicable statements for the last three (3) year period.***

- I currently hold or have held a valid Oregon driver's license.
  - I currently hold or have held a valid out-of-state driver's license.
  - I currently have or have held a valid out-of-country driver's license.
  - I do not currently hold or have never held a valid driver's license.
- \* 6. Select your years of professional experience related to the position where conducting investigations were a core function of the role.
- 8 or more years of experience
  - 6 years but less than 8 years of experience
  - 4 years but less than 6 years of experience
  - Less than 4 years of experience or no experience.
- \* 7. **SUBJECT MATTER EXPERT REVIEW:** The following supplemental questionnaire will be used to assist us in determining if you possess the knowledge, skills, and abilities to succeed in this position. Your responses to the questions will be evaluated and scored by a panel of subject matter experts. Your total score for this examination will affect your placement on the eligible list (a list of candidates eligible for interviews). The higher the score, which includes any applicable veterans' preference points, the higher the ranking on the eligible list. Generally, 6 – 8 candidates are referred for each vacancy starting with the top ranked candidates.

#### **Instructions & Helpful Tips**

- Answer each question carefully and accurately in the space provided. Your responses should reflect what is documented in the education and work experience sections of your employment application.
- Make sure your responses are clear, concise, and complete.
- If a question consists of multiple parts, answer each part separately.
- Provide examples! Examples should be relevant to this position and question, and can be from your formal education, work experience (paid, internship, volunteer), and/or training, unless otherwise indicated in the question.
- When describing a process or procedure, make sure to clearly describe **your** duties and responsibilities.
- Minimize the use of jargon, abbreviations, and acronyms.
- Each question is scored separately, so do not combine answers or refer to your answer from a different question.
- Before submitting your application, use a word processor, such as Microsoft Word or Google docs, to check for grammar and spelling.

**By selecting yes below, you are indicating that you have read and understood the information provided, and agree to the above instructions.**

If you have any questions, please contact the assigned Talent Acquisition Business Partner or email [HR@co.washington.or.us](mailto:HR@co.washington.or.us).

Yes

- \* 8. Please describe your experience and expertise with conducting investigations, including organizations you have worked for, the types of investigations you have conducted, and your role in the investigation process.

**Responses with a minimum of 250 words, but not exceeding 500, are ideal.**

- \* 9. Describe your approach to investigations and how you center equity in your evaluation, analysis, and recommendations.

**Responses with a minimum of 250 words, but not exceeding 500, are ideal.**

\* Required Question