

Class Concept

Positions in this class perform professional work investigating criminal violations and irregularities relating to the election laws of North Carolina. Elections Investigators conduct investigations of potential violations of North Carolina election and campaign finance laws. Elections Investigators possess extensive knowledge of state election law statutes, review specialized election records, financial/audit reports, have a working knowledge of elections systems, policies, and procedures on both the state and county level, and have knowledge of campaign finance law. Elections Investigators conduct interviews, analyze election and financial records, research public and private records, prepare subpoenas and prepare written investigation reports. Positions are expected to conduct logical investigations, present case findings to local, state, and federal prosecutorial authorities and testify in grand jury settings, court, and board hearings. Elections Investigators interface with state and county board personnel, sworn law enforcement, prosecutors, candidates, elected officials, election organizations, and the general public. Work is primarily performed independently under general supervision of an Elections Investigator II.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of laws pertaining to elections and campaign finance laws pertaining to collection and admissibility of evidence and courtroom procedures.
- Working knowledge of the methods, procedures, and practices used in the investigation of criminal offenses.
- Working knowledge of elections processes, systems, procedures, and campaign finance regulations.
- Ability to establish and maintain good working relationships with state and county board of elections personnel, law enforcement officials, court officials, election organizations, and the public.
- Ability to investigate election irregularities and violations, analyze and interpret financial data, prepare comprehensive and detailed reports pertaining to individual cases, maintain and prioritize a case load, present effective court testimony, and apply the principles, techniques, and procedures of modern criminal investigations.
- Ability to apply the election statutes and criminal statutes of North Carolina to investigations, evidence collection, legal processes, grand jury and courtroom procedures and practices.
- Demonstrated skill in the use of Microsoft Office Word and Excel, and available criminal and private databases, and open source databases including social media.
- Considerable skill in interviewing.
- Ability to communicate effectively both orally and in writing with the public, management, court officials, and in testimonial and presentation formats.
- Ability to develop and execute an investigative plan.
- Ability to maintain confidentiality.
- Ability to work independently and as a team.

Minimum Education and Experience

Bachelor's degree in Criminal Justice, Accounting, Business Administration, Public Administration, or related field from an appropriately accredited institution and two years of law enforcement experience, preferably focusing on white collar crime; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.