Class Concept

Positions in this class perform supervisory, professional work overseeing a unit charged with investigating criminal violations and irregularities relating to the election laws of North Carolina. The Election Investigator II supervises Elections Investigator Is who conduct investigations of potential violations of North Carolina election and campaign finance laws, and Positions in this class direct and assign the work of Elections and investigators and review written investigative reports. The Election Investigator II effectively applies knowledge of state election law statutes, and oversees the review of specialized election records and financial/audit reports by assigned investigators. The Election Investigator II has knowledge of elections systems, policies, and procedures on both the state and county level, and has thorough knowledge of campaign finance laws. The Election Investigator II supervises and may also conduct interviews, analyze election and financial records, research public and private records, prepare subpoenas and prepare written investigation reports. The Election Investigator II must be able to communicate clearly and effectively both orally and in writing, direct logical investigations, ensure case findings are clearly presented to local, state, and federal prosecutorial authorities and coordinate presentation of cases in grand jury settings, court, and board hearings. The Election Investigator II is responsible for maintaining a case management system and providing current investigation statistics to the office media coordinator and management as needed. The Election Investigator II provides advice as needed concerning election and physical security issues and handles internal investigations of county and state board employee misconduct as needed. The Election Investigator II is responsible for overseeing and assigning election investigations and casework across 100 counties in North Carolina.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of laws pertaining to elections and campaign finance laws pertaining to collection and admissibility of evidence and courtroom procedures.
- Thorough knowledge of the methods, procedures, and practices used in the investigation of criminal offenses.
- Thorough knowledge of elections processes, systems, procedures, and campaign finance regulations.
- Ability to establish and maintain good thorough 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 four 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.