



JOB TITLE:	Background Investigator (Part Time)	GRADE:	10/Step 6
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	Programs Administrator		

GENERAL DEFINITION OF WORK:

This is a part-time non-sworn position responsible for conducting background investigations of applicants to determine suitability of employment for the Washington County Division of Emergency Services.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. The County reserves the right to amend or deviate from this job description if it is in the best interest of the County's Office.

1. Conduct pre-employment background investigations of prospective employees in accordance with agency policies, applicable laws and procedural requirements.
2. Contacts and conducts investigative interviews of applicants, applicant's personal references and applicant employment references.
3. Gathers and reviews personal, professional, financial, and educational documents to obtain and verify information.
4. Research and obtain through professional databases and information systems to verify information and determine if any inconsistencies occur related to the applicant's supplied information.
5. Prepare letters, reports and written summary of finds from the background investigation.
6. Confer with the County and Division Command Staff and/or designees to report the findings of the final background investigation.
7. Attend any training relevant to the legal requirements of background investigations and hiring processes of applicants.
8. May be required to travel to interview sources, gather information and verify information.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Have a strong understanding and knowledge of customer service.
2. Ability to multi-task and work independently without supervision.
3. Excellent communications skills.
4. Ability to develop and maintain excellent working relationships with government officials, co-workers, contractors, media representatives and the public.

EDUCATION AND EXPERIENCE:

1. **High School Graduate or equivalent.**
2. **Minimum of 21 years of age at time of hire.**
3. **Minimum of 2 years of police or law enforcement experience.**
4. Ability to work with sensitive/confidential information and the ability to maintain confidentiality of such information.
5. Possession of a working knowledge of Microsoft Office programs.
6. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.
7. Applicants must be a citizen of the United States at time of employment.
8. Applicants must possess and maintain a valid driver's license to operate a county vehicle when required.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defines by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling.

SPECIAL REQUIREMENTS:

1. Possession of a valid Maryland Driver's License or other states equivalent.
2. Required to work varied hours including evenings and weekends as needed and required.
3. This position is subject to random drug testing.
4. The probationary period for this position is 6 months.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, May 28, 2026 @ 4:00 PM