



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY Until Filled

Investigator

\$15.38/Hour

DEPARTMENT: Security - Housing Operations

REPORTS TO: Chief Security Officer

POSITION SUMMARY:

Investigate, document, analyze and evaluate the validity of reports of criminal behavior by contractors, property owners and residents of public and assisted housing connected with the Tulsa Housing Authority (THA) and report findings to THA management. Serve legal documents as required. Investigate and evaluate reports of suspected criminal behavior by residents involving, but not limited to, unauthorized household members, unreported income, and sale, distribution, and/or usage of illegal drugs. Investigate and evaluate reports of suspected criminal behavior by property owners or contractors involving, but not limited to, illegal side payments and receipt of unentitled Housing Assistance Payments (HAP) payments. Manage caseloads that require the coordination of multiple field investigations and report preparation. Review and copy pertinent records, locate witnesses, and conduct interviews. Develop concise reports with documentation/evidence outlining the elements of proof to determine severity of the violation. Collect and prepare required information pertaining to cases filed by the District Attorney or the U.S. Attorney. Coordinate fraud investigation activities with other state and federal agencies by assisting THA law enforcement officers in conducting joint investigations. Appear and testify as a witness in court trials if required. Develop investigative and interviewing techniques by becoming well versed in THA policy and procedures, leases and house rules. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Associate's degree (A. A.) or equivalent from two-year college or technical school and a minimum of three (3) years experience as an investigator with an organized law enforcement organization. Additional years of experience as an investigator will offset the education

requirement at the rate of two (2) years experience for one (1) year education. Also must possess Certified Law Enforcement Education Training (CLEET), the ability to be a Licensed Process Server and the ability to qualify to carry firearms, within six (6) months. Must have current valid Oklahoma driver's license.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

TO APPLY:

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or apply online at www.tulsahousing.org.

Applications and resumes may also be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

Criminal background checks and drug testing will be administered.

Open Until Filled