



2122 164<sup>th</sup> Street SW  
Lynnwood, WA 98087  
425-741-0103  
www.nationaltestingnetwork.com

## **Opening – Part Time Background Investigators**

[National Testing Network](#) (NTN) is a well-established public safety testing company offering recruitment, entry level exam administration, background investigation services and custom promotional exams. NTN is revolutionizing the public safety testing process through the use of innovative technology, focused recruitment efforts, a continuous testing model with a network of background investigators, creating a “one-stop” resource for departments looking to enhance their recruitment, selection and investigation processes.

NTN is currently seeking part time background investigators on a national basis for our clients. Candidates must be either retired or current law enforcement personnel who were or are currently sworn officers with candidate background investigation experience within the public safety industry. **Candidates will need to have a background investigation license in the state they reside in.**

**Job Title:** Part Time Background Investigator

**Travel:** Minimal, remote/virtual investigations nationally from home or office

**Pay Scale Base:** Hourly

**Classification:** Independent Contractor Position

**Location:** National (any state)

### **General Functions**

Assist NTN in performing candidate background investigations for public safety candidates that have applied with our agency clients. Perform candidate interviews, reference checks, documents review, home and family check, and administrative reports for final product. Work performed remote/virtual

### **Essential Duties and Responsibilities**

- Ability to perform background investigations on public safety candidates (sworn, non-sworn, contractor, and executive level positions)
- Investigate the candidates for the following positions:
  - Firefighters, Police Officers, 911 Dispatchers, and Corrections officers
- Work closely with NTN’s operation department on process and reporting
- Work closely with NTN’s Senior Field Consultant on workflow and agency expectations
- Familiar with investigation techniques from previous law enforcement experience
- Ability to work part time sometimes with short notice
- Complete background files in timely, accurate and professional manner to client specs



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### **Desired Skills, Knowledge, and Abilities**

- Successfully held one of the following titles – Patrol, Detective, Sergeant, Captain, Asst Chief or Chief
- Computer knowledge for Video, Teleconferencing, Zoom or other PC meetings
- Complete understanding of public safety candidate background investigation processes
- Outgoing, comfortable and effective in professional settings
- Strong written and oral communication skills
- Strong interview and documentation skills
- Attention to detail a must
- Ability to self-manage through a flexible work schedule
- Strong interpersonal skills, including ability to communicate and collaborate effectively with other team members and departments
- Ability to coordinate information, set deadlines for self, and meet these for client and SFC
- Flexible; adapts well to changing circumstances

**\*Interested applicants should contact the following person for information on this position:**

Retired Police Chief: Ed Green

NTN Senior Field Consultant

[edgarg@nationaltestingnetwork.com](mailto:edgarg@nationaltestingnetwork.com) / 360-821-8443

To learn more about NTN, please visit us at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).