



Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

DATE POSTED: November 19, 2025

START DATE: As soon as available

POSITION: Investigative Agent

LOCATION:

Ashtabula County Board of DD
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES:

The Investigative Agent is responsible for conducting timely, thorough, and objective investigations of Major Unusual Incidents (MUIs) in accordance with Ohio Administrative Code 5123-17-02 and Ohio Revised Code 5126.313. Duties include interviewing involved parties, collecting and analyzing information, preparing clear written reports, collaborating with service providers and law enforcement when appropriate, and ensuring investigations are conducted in a trauma-informed, professional manner. The Investigative Agent helps support a culture of accountability, learning, safety, and respect for people with developmental disabilities.

MINIMUM QUALIFICATIONS:

Must be at least eighteen years of age and hold a high school diploma or equivalent. Candidates must meet one of the following:

- Bachelor's degree (or higher) from an accredited college or university; OR
- Associate's degree or junior-year standing **and** two years of supervised, paid experience conducting administrative, civil, or criminal investigations; OR
- Associate's degree or junior-year standing **and** two years of supervised, paid work in administration, supervision, instruction, or habilitation of people with developmental disabilities; OR
- Successful completion of Ohio Peace Officer Basic Training (or comparable) **and** two years of supervised investigative experience; OR
- Four years of supervised, paid investigative experience.

Must complete foundational investigative agent training within the first 180 days of employment.

Valid driver's license, good driving record, and reliable transportation required.

All applicants recommended for hire must successfully complete a medical evaluation and drug screen prior to employment.

REQUIREMENT FOR SAFETY-SENSITIVE POSITION: Criminal background check is required.

SALARY: \$23.23 – \$32.45 per hour (commensurate with education and experience)

APPLICATION PROCEDURE:

Obtain an application online at www.ashtabuladd.org and return it to:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004

Or email to: jade.artman@ashtabuladd.org

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

2505 South Ridge Road East Ashtabula, Ohio 44004 www.ashtabuladd.org

Board Office: 440-335-1587

Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer
and Accredited by the Ohio Department of Developmental Disabilities

TITLE OF POSITION	INVESTIGATIVE AGENT
UNIT OR OFFICE	ADMINISTRATION
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	Investigative Services and Support Manager
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. Monday – Friday (Hours may vary)
PURPOSE OF POSITION	To review all incidents involving people with developmental disabilities; determine the facts; assess whether appropriate actions were taken to ensure health and safety; and ensure the person's team develops a plan of care or preventive measures to reduce the likelihood of future incidents.

JOB DESCRIPTION

- Coordinates and conducts timely investigations of alleged, suspected, or actual abuse, neglect, and other Major Unusual Incidents (MUIs). This includes gathering information, securing evidence, taking photographs as needed, and interviewing all relevant parties.
- Maintains regular communication and collaboration with local law enforcement, the Children Services Board, and other county officials involved in investigations.
- Ensures all required information related to investigations is accurately reported to the Ohio Department of Developmental Disabilities (DODD).
- Prepares clear investigation summaries, including findings and case status, and provides them to those authorized to receive them.
- Reviews unusual incidents to identify patterns or trends and verifies that appropriate corrective and preventive actions have been taken.
- Monitors the implementation of corrective and preventive measures in response to MUIs to ensure follow-through.
- Maintains clear, timely communication within the program by routinely checking and responding to email, voicemail, fax, and written communications.
- Responsible for outcome-based measurements related to incident prevention, response, and system improvement.
- Provides MUI Rule training to licensed or certified DD providers, County Board staff, parents, and families, as needed or upon request.
- Attends required meetings and training sessions at the state and local level.
- Communicates updates or changes in MUI rules and procedures to agency providers and County Board staff.
- Works in environments with children and adults with developmental disabilities, including those who may have behavioral challenges. Must follow appropriate protocols to prevent exposure to infectious diseases and promote safe practices.
- Complies with DODD and Ashtabula County Board of DD policies and procedures for reporting suspected abuse, neglect, and other incidents, in accordance with OAC 5123-17-02.
- Conducts all Board business in a courteous, respectful, and professional manner with persons served, families, providers, coworkers, and community partners.
- Performs other related duties as assigned by the Manager or Superintendent.
- This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.

MINIMUM ACCEPTABLE CHARACTERISTICS

Investigative agent certification as required by the Ohio Department of Developmental Disabilities.

Must be at least eighteen years of age and hold a high school diploma or equivalent. Candidates must meet one of the following:

- Bachelor's degree (or higher) from an accredited college or university; OR
- Associate's degree or junior-year standing and two years of supervised, paid experience conducting administrative, civil, or criminal investigations; OR

- Associate's degree or junior-year standing and two years of supervised, paid work in administration, supervision, instruction, or habilitation of people with developmental disabilities; OR
- Successful completion of Ohio Peace Officer Basic Training (or comparable) and two years of supervised investigative experience; OR
- Four years of supervised, paid investigative experience.
- Must complete foundational investigative agent training within the first 180 days of employment.
- Working knowledge of rules and regulations on people with developmental disabilities rights, unusual incidents, and major unusual incidents; OAC 5123-17-02.
- Valid driver's license, good driving record, and reliable transportation.
- Demonstrates basic typing and computer skills.
- Demonstrates ability to communicate clearly and effectively in oral and written form.
- Knowledge of programs and services for children and adults with developmental disabilities and their families available through the Ashtabula County Board of Developmental Disabilities and other local and state agencies.
- Demonstrates ability to present oneself professionally.
- Demonstrates ability to maintain confidentiality.
- Demonstrates ability to adjust to and cope with changes in work schedule.
- Demonstrates ability to work independently with limited supervision.
- Knowledge and support of the Ashtabula County Board of Developmental Disabilities mission, vision, and values.
- Ability to sit, stand, reach, and bend;
- Ability to perform non-violent physical crisis interventions;
- Ability to lift 25 pounds

Signature of Employee and Date:

I have read and understand this position description, and to the best of my knowledge, I believe I can perform these duties.

Signature of Agency Representative and Date: