



2122 164th Street SW,
Lynnwood, WA 98087
Ph. #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 and 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 throughout Washington State. Candidates must be either retired or current law enforcement personnel who were or currently are sworn officers with candidate background investigation experience within the public safety industry.

Position Description

Job Title: Part Time Background Investigator

Division: Client Services

Effective Date: Starting date flexible

Travel: Regional (based on where you live)

Pay Scale Base: Hourly

Classification: Independent Contractor Position (Must be willing to obtain an Unarmed PI License)

Location: Statewide – work out of home

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 visits, and administrative reports for final product.

Essential Duties and Responsibilities

- ☑ Ability to perform background investigations on public safety candidates.
- ☑ 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 work flow 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 timey and professional manner to client specs



2122 164th Street SW,
Lynnwood, WA 98087
Ph. #425-741-0103
www.nationaltestingnetwork.com.

Desired Skills, Knowledge, and Abilities

- ☑ Successfully held one of the following titles –Detective, Sergeant, Captain, Asst Chief or Chief
- ☑ 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 and set deadlines for self and meet these for client and SFC
- ☑ Flexible; adapts well to changing circumstances

Interested Applicants should send a cover letter and resume to:

Edgar J. Green, Chief of Police (Ret.)
Senior Field Consultant, NTN
cegreen061188@gmail.com
Ph. #360-821-8443

www.nationaltestingnetwork.com