



## COMMONWEALTH OF PENNSYLVANIA

### TREASURY DEPARTMENT

#### Job Posting – Special Investigator I

<b>Class Title:</b>	Special Investigator I
<b>Class Code:</b>	T6389
<b>Office:</b>	Office of Investigations
<b>Compensation:</b>	Pay range 06: Starting Salary \$46,083 (depending on relevant experience and education)
<b>Apply By Date:</b>	1/14/2022
<b>Work Hours:</b>	8:30AM – 4:30PM
<b>Work Location:</b>	Finance Building, Harrisburg, PA 17120

This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report daily to the headquarters office in Harrisburg.

#### **THE POSITION**

This is technical investigation work of a confidential nature. An employee in this classification is responsible for investigations in connection with the fraud or attempted fraud of public funds which includes but is not limited to: fraud involving Commonwealth bank accounts including counterfeit checks; certain Commonwealth programs; theft of funds.

Employees utilize online research, processes, and methods of investigation in order to obtain information and evidence and to ascertain facts. Work involves cases which usually have broad administrative or programmatic implications in the state government. The course and scope of an investigation is usually determined by the senior investigator but, the employee exercises their own judgment and decision on techniques to carry out the assignment when out in the field. Work is evaluated through progress reports on each phase of the investigation and through regular conferences with superiors.

An employee in this classification is responsible for conducting research and analysis and ultimately making a recommendation concerning applications submitted by individuals who want to register as unclaimed property finders.

#### **DESCRIPTION OF WORK**

- Collects, evaluates, and develops evidence and prepares it for orderly presentation to supervisors and prosecuting officers.
- Conducts or assists in the conduct of investigations into suspected violations of theft or fraud of public funds, employee related, or acts perpetrated by outside sources.

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- Procures and examines personal records such as deeds and wills, contracts, and bank statements.
- Researches criminal and civil court records.
- Evaluates sources of information to determine reliability.
- Evaluates and verifies documentary evidence that is submitted or gathered.
- Prepares and serves subpoenas for records requested.
- Appears in court and offers testimony as a prosecution witness.
- Prepares Memorandums of interviews and on investigations.
- Performs related work as required.
- Special Investigator I position reports to the senior Special Investigator.
- Provides support for other bureaus within Treasury.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and methods of investigations, law enforcement, and criminal justice system.
- Knowledge of state government and business operations a plus.
- Knowledge of financial institutions, financial procedures and regulations.
- Skill in using logical reasoning to come to conclusions.
- Skill in performing internet-based research.
- Ability to use intermediate computer applications effectively.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships in all public contacts.
- Ability to deal with the general public in a professional manner.

### **MINIMUM EXPERIENCE AND TRAINING**

- A bachelor's degree from an accredited institution.
- Any equivalent combination of experience and training.

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