



**Office of the State Auditor**  
**Bureau of Special Investigations**  
**Fraud Examiner**

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**Posting Number 2012-30**

**SALARY RANGE: \$40,000 - \$60,000 (Commensurate with experience)**

**GENERAL STATEMENT OF DUTIES:**

Responsible for investigating fraudulent claims or complaints of unlawful receipt of funds within the public assistance programs in the Commonwealth of Massachusetts.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Assistant Director overseeing the specific unit to which the examiner is assigned.

**SUPERVISION EXERCISED:**

None.

**DUTIES AND RESPONSIBILITIES:**

- Investigates referrals of alleged fraudulent claims or complaints to determine if evidence is sufficient for prosecution or other appropriate actions, such as civil recovery.
- Meets regularly with Assistant Director regarding investigations and adhere to time lines as determined by the Assistant Director.
- Performs detailed investigations and examinations of alleged violations of public assistance fraud by conducting interviews of individuals, obtaining and reviewing records, and conducting photo arrays.
- Prepares reports, evidence, and correspondence concerning investigations of public assistance fraud to provide required information and makes appropriate recommendations concerning investigations.
- Consults with Assistant Directors regarding cases ready for presentation to the prosecution team and make recommendations to team. Testifies in court proceeding, grand jury through trial, and works with prosecutors in preparing witnesses for trial.

**MINIMUM QUALIFICATIONS:**

*The successful candidate will possess and/or demonstrate:*

- A bachelor's degree in criminal justice or a related field
- Excellent written and oral communication skills.
- Ability to effectively manage workload and adjust to changing priorities.
- Competency in Microsoft and other software applications, as applicable to the division.
- Conduct comprehensive research and analysis.
- Knowledge in the law as it relates to fraud and fraud investigations.
- A familiarity with the principles, theories and techniques of investigation and detection of public assistance fraud, including a comprehensive knowledge of current standards, techniques, and methodologies of program evaluation and investigative analysis.
- A familiarity with legal and court procedures.



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### **PREFERRED QUALIFICATIONS:**

*Demonstrated experience and expertise in the following areas will also be important considerations:*

- A Master's degree in criminal justice or a related field, or substantial professional experience in the investigation of fraud in public benefits or other white collar crimes.
- Two to three years professional experience in the investigation of fraud in public benefits or other white collar crimes.
- Extensive knowledge of the State Auditor's Policy & Procedures Manual and the BSI Policies & Procedures Manual.
- Extensive knowledge of the principles, theories and techniques of investigation and detection of public assistance fraud, including a comprehensive knowledge of current standards, techniques, and methodologies of program evaluation and investigative analysis.
- Professional licensure or certification in fraud-related field.

Salary is commensurate with experience.

Please submit your cover letter and resume electronically, no later than September 9<sup>th</sup>, 2012 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us), referencing Posting Number 2012-30 in the subject line

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