



OFFICE OF THE STATE AUDITOR

Bureau of Special Investigations Fraud Examiner

Posting Number 2013-12

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.
- Acts as the primary point of contact for (Spanish) speaking individuals who are engaged in business with the OSA. Uses bi-lingual abilities to engage with some individuals to communicate information, policy and procedure.

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.



OFFICE OF THE STATE AUDITOR

Bureau of Special Investigations Fraud Examiner

- 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.
- Spanish Language skills preferred, but not required.

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.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than March 14, 2013 to OSA.applications@sao.state.ma.us

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.