



# Office of the State Auditor

## Bureau of Special Investigations Fraud Examiner Boston Office

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**Posting Number 2022-02**

**SALARY RANGE (Grade 11) CSA900: \$51,987.23 - \$77,981.49 (Commensurate with experience)**

The OSA is currently on a hybrid work from home arrangement due to COVID-19. Employees are expected to work 40% of their work week in an office, with the remaining 60% of the work week telecommuting. Also, as a requirement of employment, all OSA employees are required to provide proof of COVID-19 vaccination, or provide a negative COVID-19 tests weekly in order to access offices or worksites.

### **GENERAL STATEMENT OF DUTIES:**

Based in the Boston Office of the OSA, the Fraud Examiner will be responsible for review and analysis of all referrals and complaints of fraudulent receipt of funds in public assistance programs in the Commonwealth of Massachusetts.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of a Supervising Fraud Examiner and an Assistant Director.

### **SUPERVISION EXERCISED:**

None.

### **DUTIES AND RESPONSIBILITIES:**

- Maintains a caseload of preliminary fraud investigations, reviewing and analyzing databases and program regulations to determine if subject received benefits during period of alleged fraud and the scope of the potential fraud.
- Performs preliminary review and analysis for all allegations and complaints of fraud in public assistance programs.
- Responsible for reviewing and analyzing databases and program regulations to determine if subject received benefits during period of alleged fraud and the scope of the potential fraud.
- Reviews databases to determine if evidence is sufficient to pursue and investigate.
- Meets regularly with Supervising Fraud Examiner regarding investigations, and adheres to time lines as determined.
- Prepares reports, evidence, and correspondence concerning investigations of public assistance fraud to provide required information and makes appropriate recommendations concerning investigations.
- Investigates referrals of alleged fraudulent claims or complaints to determine if evidence is sufficient for prosecution or other appropriate actions, such as civil recovery.
- 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.
- Consults with Supervising Fraud Examiners regarding cases and makes recommendations.
- Testifies in court proceedings, grand jury through trial, and works with prosecutors in preparing witnesses for trial.



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### **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.
- Basic knowledge of 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.

### **PREFERRED QUALIFICATIONS:**

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

- 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.
- Knowledge of the State Auditor's Policy & Procedures Manual and the BSI Policies & Procedures Manual.
- 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.
- Spanish Language skills preferred, but not required.

Salary is commensurate with experience.

### **No Phone Calls Please:**

To apply, please submit an electronic copy of a cover letter and resume, no later than **February 18, 2022** via the MassCareers website: [Click Here](#)

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.