



# OFFICE OF THE STATE AUDITOR

## Bureau of Special Investigations Fraud Examiner – Central Processing Unit (CPU)

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**Posting Number 2015- 29-30**

**SALARY RANGE (Grade 11) CSA900: \$41,862.95- \$62,794.95 (Commensurate with experience)**

### **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 the Assistant Director overseeing the Central Processing Unit (CPU.)

### **SUPERVISION EXERCISED:**

None.

### **DUTIES AND RESPONSIBILITIES:**

- Performs preliminary review and analysis for all allegations and complaints of fraud in public assistance programs.
- Responsible for determining if subject received benefits during period of alleged fraud.
- Reviews databases to determine if evidence is sufficient to pursue an investigation.
- Meets regularly with Assistant Director regarding investigations and adheres to time lines as determined by the Assistant Director.
- Prepares reports, evidence, and correspondence concerning investigations of public assistance fraud to provide required information and makes appropriate recommendations concerning investigations.

### **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.



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### **PREFERRED QUALIFICATIONS:**

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

- One to two years professional experience in the investigation of fraud in public benefits or other white collar crimes.
- 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.

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 October 4, 2015 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us) when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume

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