

## Job Posting: Special Investigator

**Attention Applicants:** Please do not apply for this position using the MassCareers website. If you apply through the “Apply Online” link on the MassCareers page, you will not be considered for this position.

**How to Apply:** Persons interested in being considered for this position should submit a cover letter and resume to Monica Brookman, Enforcement Division Chief, at [resume@mass.gov](mailto:resume@mass.gov). Resumes submitted without a cover letter will not be considered.

**Deadline Date:** Until position is filled. First consideration will be given to persons who apply within the first 14 days following this posting.

You have successfully applied for the position only when you receive an email from the State Ethics Commission. If you only receive an email from MassCareers and not one from the Commission, you have not successfully applied. Please call 617-731-9500 with any questions.

The Massachusetts State Ethics Commission is an independent state agency that administers and civilly enforces the provisions of the conflict of interest and financial disclosure laws. The mission of the Commission is to foster integrity in public service in state, county, and municipal government, to promote the public's trust and confidence in that service, and to prevent conflicts between private interests and public duties. The Commission strives to accomplish this mission by conducting educational programs, providing clear and timely advice, and fairly and impartially interpreting and enforcing the conflict of interest and financial disclosure laws. Please visit our website for more information at <https://www.mass.gov/orgs/state-ethics-commission>.

### **Description:**

The State Ethics Commission seeks candidates for the full-time position of Special Investigator. The Special Investigator conducts investigations into alleged violations of Massachusetts General Laws, chapter 268A, the Conflict of Interest Law, and chapter 268B, the Financial Disclosure Law.

The Special Investigator will be a member of the Commission’s Enforcement Division and will report to the Enforcement Division Chief. The Special Investigator will often work with and under the direction of Enforcement Division attorneys.

### **Duties and Responsibilities:**

- Conduct confidential investigations, often of a highly sensitive and/or complex nature, to determine violations of chapters 268A and 268B.

- Perform complaint intake, including receiving allegations by letter, phone, email submission, or in person, and inputting complaints using applicable software.
- Conduct the initial review of and informal investigation into complaints alleging violations of the Conflict of Interest and/or Financial Disclosure Laws by interviewing witnesses, preparing interview reports, and obtaining and analyzing documents.
- Make initial written recommendations for resolving complaints and conduct additional investigation as directed by the Enforcement Division Chief.
- Assist attorneys in obtaining sworn testimony and/or production of documents.
- Assist attorneys in preparing for Commission adjudicatory hearings.
- Testify at adjudicatory hearings to present information or evidence, where appropriate.
- Perform other such duties as are assigned by the Enforcement Division Chief.

**Required Qualifications:**

- A bachelor's degree and two or more years of experience in an investigatory capacity.
- Ability to appropriately apply basic principles and techniques of investigative analysis and research.
- Ability to analyze and present orally and in writing complex information.
- Ability to gather information by examining records and documents.
- Ability to write clearly and concisely.
- Ability to follow oral and written instructions.
- Ability to accurately record information obtained in investigations.
- Ability to be discreet and keep investigations confidential.
- Ability to establish and maintain harmonious working relationships.
- Ability to interact well with persons under stress, including subjects, complainants, and witnesses.
- Proficiency in use of Microsoft Office.

**Preferred Qualifications:**

- Working knowledge of M.G.L. c. 268A and c. 268B.
- Familiarity with state, county, and municipal government in Massachusetts.
- Ability to understand complex financial transactions.

**Salary:**

The salary range for this position is \$50,000 to \$75,000 annually depending on experience. This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

**The State Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.**