

Job Posting: Special Investigator

The Massachusetts State Ethics Commission seeks candidates for the position of **Special Investigator**.

Reporting to the Chief of the Commission's Enforcement Division, Special Investigators process complaints and conduct investigations, often of a highly sensitive and/or complex nature, into alleged violations of General Laws chapter 268A, state the conflict of interest law and chapter 268B, the state financial disclosure law. Duties include interviewing witnesses, analyzing documents, making recommendations to resolve complaints, and performing other investigative work as directed by the Enforcement Division Chief. Special Investigators also assist Enforcement Division attorneys in obtaining documents and sworn testimony and in preparing for adjudicatory hearings; and may be called to testify at hearings.

A bachelor's degree and two or more years of work experience in an investigatory capacity are required. Candidates must possess strong investigative skills and excellent oral and written communications skills. Candidates must be able to follow oral and written instructions, to accurately record information provided orally, and to maintain strict confidentiality. The successful candidate will be able to establish harmonious working relationships and effectively interact with people under stress. The ability to conduct basic internet research and proficiency with Microsoft Office products is also required. A working knowledge of chapters 268A and 268B, familiarity with Massachusetts municipal, county and state government, and the ability to analyze complex financial transactions is preferred. The salary range is \$45,000 to \$72,500 annually.

Persons interested in being considered for the position should submit a cover letter and resume in confidence to Enforcement Division Chief Monica Brookman at resume@mass.gov by November 13, 2020.

This position has also been posted on the MassCareers Job Opportunities website at: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200006TS>

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.

Date Posted: October 9, 2020