



**Attorney General Josh Shapiro**  
Job Posting – Special Investigator I/II  
Special Agent I/II

**SECTION:** Medicaid Fraud Control Section/Criminal Law Division

**CLASS:** Special Investigator I/II or Special Agent I/II

**LOCATION:** Lemoyne

**POSITION TYPE:** Full-time, Non-civil service, Union

**WORK HOURS:** 8:30 – 5:00

**SALARY RANGE:** Special Investigator I – Pay Range 6: Starting salary \$45,880  
Special Investigator II – Pay Range 7: Starting salary \$52,348  
Special Agent I – Pay Range 6: Starting salary \$46,130  
Special Agent II – Pay Range 8: Starting salary \$60,088

**BASIC FUNCTION:**

The PA Office of Attorney General is seeking a criminal investigator or agent in the Medicaid Fraud Control Section. This position involves criminal investigative work of a highly confidential nature involving the detection and investigation of violations of the laws and statutes of the Commonwealth as specified in The Commonwealth Attorneys Act, the Public Welfare Code, and other applicable Commonwealth laws, statutes, and regulations. The classification and level of the selected candidate will be determined based on the candidate's experience and training.

Investigators and agents of the Office of Attorney General utilize the entire spectrum of investigative processes and procedures in the conduct of or in providing assistance with the conduct of criminal investigations ranging from routine to the most sensitive, complex, and difficult cases. A Special Investigator or Special Agent I conducts investigations of cases of limited scope and complexity under the direction and guidance of an experienced agent and/or supervisor. A Special Investigator or Special Agent II may conduct an investigation independently, or as a case lead coordinating the efforts of a team or as a team member, and may provide direction and guidance to a less experienced investigator or agent. Assignments may require that the employee work irregular hours and/or an irregular work week. Work is received from a supervisor who reviews the work product of the employee through written reports and conferences to ensure accuracy, thoroughness, and compliance to established policies and procedures and to evaluate the application and effectiveness of sound judgment.

## **EXAMPLES OF DUTIES:**

**A Special Investigator or Agent I could perform the below duties under the direction and guidance of an experienced analyst and/or supervisor. A Special Investigator or Agent II could perform the below duties independently.**

- Collects, evaluates, and develops evidence and prepares it for orderly presentation for prosecution
- Conducts surveillance of individuals or locations
- Conducts or assists in the conduct of investigations relating to violations of Commonwealth laws and statutes
- Seeks out, contacts, and develops informants to obtain information relating to violations of Commonwealth laws and statutes
- Examines financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions
- Utilizes various computer input and retrieval equipment to ascertain information
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court, before a district judge, or a statewide investigating grand jury and offers testimony as a prosecution witness
- Prepares written summary reports of investigations
- Provides information for the preparation of news releases

**Special Agents could assist with the performance of or perform the below duties.**

- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance
- Makes arrests and executes searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments
- Prepares criminal complaints and search warrants
- Is required to qualify with an approved firearm at predetermined intervals
- May be required to use a firearm in self-defense, the defense of fellow agents, the public, or to prevent the commission of felonious crimes

## **MINIMUM EXPERIENCE AND TRAINING:**

### **Special Investigator I:**

- Two years of experience in criminal investigation work and a Bachelor's Degree OR
- Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job

### **Special Investigator II:**

- Four years of experience in progressively responsible criminal investigation work and a Bachelor's Degree OR
- Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job

**In addition to the below qualifications, Special Agents must have Act 120 certification, an Act 120 equivalent training certification, or have attended the Commonwealth Investigators Training Program.**

**Special Agent I:**

- Bachelor's Degree OR
- Four years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Associate's Degree and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Four years of military experience OR
- Any equivalent experience, training, and education

**Special Agent II:**

- Bachelor's Degree and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Six years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Master's Degree and one year of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Four years of military experience and two years of criminal investigative experience which affords the applicant the needed knowledge and skills to perform the job OR
- Any equivalent experience, training, and education