



Attorney General Josh Shapiro Job Posting – Civil Investigator I/II

SECTION:	Tobacco Enforcement Section/Public Protection Division
CLASS:	Civil Investigator I/II
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Civil Investigator I, Pay Range 6 – Starting salary of \$45,880 Civil Investigator II, Pay Range 7 – Starting salary of \$52,348

BASIC FUNCTION:

The Tobacco Enforcement Section (TES) has two primary missions that flow from the Master Settlement Agreement (MSA) of 1998, the agreement that settled Pennsylvania's lawsuit against the tobacco industry. The first mission is to safeguard the Commonwealth's annual receipt of settlement moneys by diligently enforcing the Tobacco Settlement Agreement Act of 2000 (TSAA) and by enforcing the Tobacco Product Manufacturers Directory Act (TPMDA) which includes maintaining a Directory of Certified Tobacco Product Manufacturers on the Attorney General website to prevent the sale of illegal cigarettes. The second mission is to police the MSA's public health provisions which restrict the advertising and marketing of tobacco products by participating manufacturers. The ultimate purpose of TES is to promote the health of Pennsylvania citizens through the reduction of tobacco use with particular emphasis on children and teens and to protect the receipt of the MSA settlement dollars that fund important state health-related programs and costs. In addition, the Section enforces the Cigarette Fire Safety and Firefighter Protection Act, 35 P.S. § 1254.1, which mandates the sale of reduced ignition propensity (Fire Safe) cigarettes and works with the PA Department of Health in the prevention of tobacco sales to minors.

EXAMPLES OF DUTIES:

A Civil Investigator I could perform the below duties under the direction and guidance of an experienced investigator or supervisor. A Civil Investigator II could perform the below duties independently.

- Reviews cigarette manufacturer certifications for inclusion in the Directory
- Updates cigarette brand families in the Directory to ensure legal cigarettes are posted
- Prepares notes, memos, and letters and maintains files
- Creates and maintains Excel spreadsheets for analysis and payment histories
- Reviews PA Department of Revenue reports and databases to verify cigarette sales, identify patterns, and detect misreporting and/or violations of tobacco laws

- Drafts escrow requirement letters, reviews proof of deposits and bank statements to ensure compliance by due dates, and monitors account balances
- Conducts field inspections of cigarette warehouses and retail venues to enforce tobacco laws, search for and seize contraband cigarettes, conduct interviews, and educate citizens
- Purchases cigarettes for fire safety testing
- Reviews PA Department of Revenue audits and accompanying sales reports to ensure compliance and proper reporting
- Analyzes and organizes large amounts of data to identify what is relevant and identify patterns and issues
- Draws sound conclusions based upon facts and makes appropriate recommendations to the supervisor and assigned attorneys
- Creates investigative plans and prioritizes multiple work assignments under deadlines
- Participates in multi-state conference calls to monitor tobacco information impacting Pennsylvania companies
- Liaises with PA Department of Revenue's Miscellaneous Tax Division, Bureau of Criminal Tax Investigations, and Bureau of Audits; the PA Department of Health; other sections within the Office of Attorney General; other state agencies; and federal agencies to obtain, share, and evaluate relevant information and provide assistance when appropriate
- Conducts phone interviews to obtain information, further investigations, and review certifications
- Handles citizen calls/emails to resolve questions and complaints, and when appropriate refers matters to relevant agencies
- Conducts undercover cigarette purchases over the internet to ensure compliance with tobacco laws
- Reviews tobacco sales to minors violation data and enforces retail chain agreements
- Assists in the production and receipt of voluminous discovery documents by indexing, redacting, scanning, and coding documents in case management systems
- Attends meetings, trainings, and conferences, and may present at conferences
- Routinely travels across Pennsylvania and other states requiring overnight travel and occasional overtime during evening hours
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

Civil Investigator I:

- A Bachelor's Degree from an accredited college or university OR
- Graduation from high school with four years of responsible investigative, accounting, or paralegal experience OR
- A combination of education, experience, and training that would afford the applicant the knowledge to perform the required duties

Civil Investigator II:

- A Bachelor's Degree from an accredited college or university and one year of investigative, accounting, or paralegal experience OR
- Graduation from high school with five years of responsible investigative, accounting, or paralegal experience OR
- A combination of education, experience, and training that would afford the applicant the knowledge to perform the required duties