



Attorney General Josh Shapiro Job Posting – Senior Financial Investigator

SECTION:	Charitable Trusts & Organizations Section
CLASS:	Senior Financial Investigator
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Starting salary \$85,614, commensurate with experience

BASIC FUNCTION:

The Charitable Trusts and Organizations Section protects the public's interest in all property committed to charitable purposes. Among its responsibilities, the Section oversees nonprofit corporations generally, including nonprofit mergers, conversions and acquisitions, and may seek to revoke an organization's franchise and articles whenever it misuses, abuses, or fails to use its powers and privileges correctly. The Section conducts investigations into violations of Pennsylvania's Solicitation of Funds for Charitable Purposes Act and the Nonprofit Corporation Law of 1988 as well as violations of the Probate, Estates and Fiduciaries Code.

An employee in this position is in charge of the statewide program. Work entails directing all aspects of comprehensive and highly confidential investigations conducted in accordance with the authority vested in the Office of Attorney General. The employee ensures compliance with established policy and procedures and determines program effectiveness. Supervision is received from the Chief Deputy Attorney General or a Senior Deputy Attorney General.

EXAMPLES OF DUTIES:

- Assigns, plans, directs, and schedules all phases of investigations conducted pursuant to established authority
- Directs the development of and evaluates informational sources to determine reliability
- Plans, directs, schedules, and assigns work to subordinate investigators and clerical staff, as necessary
- Monitors all assigned investigations to ensure compliance with established policy and program effectiveness
- Prepares or reviews all investigative reports to ensure completeness, accuracy, and technical correctness
- Recommends favorable or adverse personnel actions

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- Plans, develops, and participates in a program of on-the-job training for lower level investigators
- Develops and maintains liaison with other law enforcement agencies
- Writes administrative investigative demands and subpoenas
- Examines financial records, or directs same, to determine integrity
- May be called to testify as an expert witness
- Performs other duties as assigned

EXPERIENCE AND TRAINING:

In addition to the below qualifications, possession of the Certified Fraud Examiner (CFE) credential is preferred.

- Two years as a Financial Investigator, Civil Investigator III, or Special Agent III OR
- Graduation from an accredited college or university with five years of qualifying experience in law enforcement with an emphasis in financial fraud OR
- Nine years of investigative work of a technical level equivalent to the duties and responsibilities performed by a Financial Investigator OR
- Any equivalent combination of experience, training, and education