



## Attorney General Josh Shapiro Job Posting – Senior Civil Investigator

<b>SECTION:</b>	Bureau of Consumer Protection/Public Protection Division
<b>CLASS:</b>	Senior Civil Investigator
<b>LOCATION:</b>	Philadelphia, Harrisburg, Pittsburgh, or Erie
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 8: Starting salary \$58,132

### **BASIC FUNCTION:**

This position entails management level civil investigative work of a confidential nature involving the conduct of investigations into violations of Pennsylvania, Federal, and local laws, statutes, regulations, or positions thereof, which, pursuant to the Commonwealth Attorneys Act, fall under the jurisdiction of the PA Office of Attorney General.

An employee in this position oversees and provides guidance in the conduct of, or conducts, investigations into consumer protection issues in order to detect violations of, or ensure compliance with, applicable laws, statutes, and regulations. Work is assigned by a superior or legal staff and is reviewed in progress and upon completion by observation, conferences, and a review of written matter to ensure accuracy, thoroughness, logic, and compliance with established policies and procedures.

### **EXAMPLES OF DUTIES:**

- In conjunction with senior and legal staff, provides input into policy direction and goals
- Examines databases, reports, financial statements and documents, business records, and other applicable documents in order to ascertain data and information
- Prepares investigative plans and reports in order to meet the objectives of the section
- Utilizes various computer software programs in the conduct of investigations and, when necessary, provides training and guidance in the use of such programs
- Provides input into various settlement distributions, prepares tables and reports on such settlements, and monitors same to ensure compliance
- Attends training and conducts research on newest investigative techniques and tools to keep up with new technology and other resources in conducting investigations
- Provides on-the-job training to new investigators and provides training on new investigative tools and techniques

- Prepares sundry reports, graphs, and detailed summaries of investigations or provides guidance to less experienced investigators on the completion of same
- May assist with the scheduling of depositions and attends same in order to prepare summaries and indexes
- Interviews witnesses in order to secure information and testimonies or oversees the conduct of same
- Coordinates, conducts, or oversees the conduct of surveillance of individuals or locations
- Serves subpoenas or other legal documents
- Establishes and maintains liaison with other governmental officials, law enforcement officials, professionals in various disciplines, and government agencies
- Assists with trial preparation
- Performs other work as required

**EXPERIENCE AND TRAINING:**

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

**PREFERRED EXPERIENCE:**

- Experience providing sworn testimony regarding investigations
- Experience training others in investigative techniques and tools
- Familiar with complex financial transactions
- Familiar with data security standards
- Strong working knowledge of Microsoft Word and Excel