

ADMINISTRATOR V

Senior Special Agent/Criminal Investigator – Forensic Accountant

Recruitment

DEPARTMENT	Office of the State Prosecutor
FILING DEADLINE	6/9/2023 11:59 PM
SALARY	\$72,340 to \$112,091/year
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Shirley Williams
WORK LOCATION	Baltimore County

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Introduction

The Maryland Office of the State Prosecutor investigates and prosecutes public corruption, official misconduct, election law violations, and other crimes throughout the State of Maryland. The office is seeking an experienced forensic accountant to serve as a Senior Special Agent/Criminal Investigator, conducting investigations and supporting prosecution efforts, with an emphasis on financial crimes, related to a variety of alleged offenses, including misconduct by police and public officials, corruption, bribery, perjury, theft, extortion, tax evasion, and campaign finance violations.

This is a Special Appointment position and serves at the pleasure of the Appointing Authority. Partial telework options may be available.

GRADE

20

LOCATION OF POSITION

Office of the State Prosecutor
300 E. Joppa Road, Suite 410
Towson, Maryland 21286

Main Purpose Of Job

This position conducts investigations of financial crimes and provides forensic accounting and audit support to inquiries regarding violations of Maryland law for the Office of the State Prosecutor. Position reports directly to the Chief Investigator. This position provides expertise and support to other investigators regarding financial crimes and fiscal matters, including fraud, theft, embezzlement, and campaign finance law violations.

POSITION DUTIES

Responsibilities will include the collection, review and analysis of financial and business records, social media, and other documents, interviewing potential witnesses, victims and suspects; collecting, preserving, and analyzing other physical and documentary evidence; preparing and participating in the execution of search warrants and other legal process; preparing concise reports and detailed documentation of investigative efforts; assisting prosecutors with trial preparation; and testifying in grand jury proceedings, criminal trials, and other hearings.

MINIMUM QUALIFICATIONS

Education: A bachelor's degree from an accredited college or university in accounting or related field, or qualification as a Certified Public Accountant.

Experience: Three years of experience in accounting, financial audits, or financial crimes investigations. This experience must have involved the collection, review and analysis of financial or business records and data bases, and one or more of the following: interviewing potential witnesses, victims, and suspects; collecting, preserving, and analyzing physical and documentary evidence; preparing and participating in the execution of search warrants and other legal process; assisting prosecutors with trial preparation; and testifying in grand jury proceedings, criminal trials, administrative tribunals, or other hearings.

DESIRED OR PREFERRED QUALIFICATIONS

Master's degree in related fields, or equivalent law enforcement or accounting experience.

Qualification as a Certified Fraud Examiner

Experience providing substantial forensic accounting support in the following areas: financial crimes, fraud, official misconduct, and corruption.

Experience in interviewing, report writing, and legal research.

Experience testifying before criminal courts or administrative tribunals.

Ability to work independently.

SPECIAL REQUIREMENTS

Due to the confidential nature of the work, selected candidates must undergo and pass a criminal background check.

SELECTION PROCESS

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be asked to complete a supplemental questionnaire. The supplemental questionnaire may be used as part of the rating process. Therefore, it is important that you provide complete and accurate information on your application.

EXAMINATION PROCESS

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

To apply, please send a cover letter and resume to Ms. Ruth Sweeney, Director of Administration, at ruth.sweeney@maryland.gov.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining, and promoting employees who are reflective of the State's diversity.