

ADMINISTRATOR IV

Senior Special Agent/Criminal Investigator – Special Victims

Recruitment

DEPARTMENT	Office of the State Prosecutor
FILING DEADLINE	6/9/2023 11:59 PM
SALARY	\$67,802.00 - \$105,072.00/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 law enforcement professional to serve as a Senior Special Agent/Criminal Investigator, conducting investigations and supporting prosecution efforts, with an emphasis on special victims matters, related to a variety of alleged offenses, including sexual assaults and other misconduct by police and public officials, 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.

GRADE

19

LOCATION OF POSITION

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

Main Purpose Of Job

This position conducts criminal investigations regarding violations of Maryland law for the Office of the State Prosecutor and reports directly to the Chief Investigator. This position provides expertise regarding investigations involving special victims matters, including sexual assaults and domestic violence, and is responsible for related interviews, report writing, research, assistance with trial prep and any other duties deemed necessary to complete an investigation.

POSITION DUTIES

Responsibilities will include advising other investigators on aspects of special victims' investigations; 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, and other hearings.

MINIMUM QUALIFICATIONS

Education: Substantial experience in investigations or a bachelor's degree from an accredited college or university in criminal justice or related field, including substantial experience with special victims' issues or investigations, is required.

Experience: Five years of experience in criminal investigations, including a minimum of three years' experience conducting special victims-related investigations. This experience must have involved 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, and other hearings.

DESIRED OR PREFERRED QUALIFICATIONS

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

Experience conducting detailed criminal investigative work in the following areas: complex special victim matters, 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.