

INVESTIGATOR, SENIOR

KIND OF WORK

Difficult and responsible investigative work.

NATURE AND PURPOSE

An employee in this class is responsible for investigating alleged violations of the statutes administered by the Securities Division and by the Insurance Division and preparing cases for criminal, civil or administrative proceedings. He or she investigates the more difficult or controversial cases. Responsibilities include: auditing and analyzing accounts, developing evidence and preparing final summary reports. There is considerable independence of action with work being subject to the direction of a staff attorney or the deputy commissioner.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts interviews and takes depositions so that preparations for criminal, civil and administrative proceedings will be complete.

Locate and interview potential witnesses to ensure that all relevant evidence is gathered for civil, criminal and administrative proceedings.

Drafts subpoenas for witnesses' books and records to ensure that all relevant evidence is presented at civil, criminal and administrative proceedings.

Prepares final summary reports on investigations to be used by the Assistant Attorney General so that evidence will be in a comprehensive and useful format.

Assists in the training of new employees to ensure professional development and competency in performing assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Statutes administered by the Securities Division of the Commerce Department and of the Insurance Division of the Commerce Department.

Investigative work.

Corporate organization and procedures.

Securities and investment industry.

Insurance industry.

Accounting and auditing procedures.

Ability to:

Analyze securities and real estate transactions for possible illegalities.

Analyze insurance product offerings for possible illegalities.

Establish and maintain effective working relationships with employees, business representatives and the public.

Est.: 12/77
Rev.: 9/84; 2/93
Ckd.: 10/91

T.C.: 9/84; 2/93
Former Title(s): Securities Division
Investigator, Sr.
Commerce Investigator, Senior