



AUDIT DEPT - ENFORCEMENT SPECIAL AGENT II

CHARACTERISTICS OF WORK:

The incumbent in this classification is responsible for examining and analyzing financial documents as they relate to an investigation. The incumbent is active in the detection and prevention of law violations; serving subpoenas; making arrests; and maintaining liaisons with other regulatory and enforcement agencies and agencies of other states. The incumbent is responsible for conducting interviews, creating financial spreadsheets, detailed case management, and testifying in Grand Juries and in court. This is professional investigative work characterized by an attitude of independence, self-reliance with analytical ability, and a viewpoint of complete objectivity-detached, impersonal and unprejudiced. Incumbent renders assistance to and obtains the cooperation of federal, state, county and municipal law enforcement agencies and prosecutors. The incumbent assists supervisors in coordinating the activities of the subordinates. The incumbent also assists the subordinates in case preparation, spreadsheets, and in compiling data for presentation to supervisors, grand juries, and prosecutors. The work is subject to review by the Senior Special Agent.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree in the area assigned by the agency;

AND

Experience:

Six (6) years of experience in work related to the described duties, two (2) years of which must have been in conducting criminal investigations, and certification as required below.

OR

Education:

A Bachelor's Degree in the area assigned by the agency;

AND

Experience:

Seven (7) years of experience in work related to the described duties, two (2) of which must have been in conducting criminal investigations, and certification as required below.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Eleven (11) years of experience in work related to the described duties, two (2) years of which must have been in conducting criminal investigations, and certification as required below.

Certification:

Certification as a Law Enforcement Professional by the Board of Law Enforcement Officers Standards and Training. Continued employment is based on the retention of this certification.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except that there shall be no substitution for two (2) years of experience in conducting criminal investigations.

Certification by the State of Mississippi as a Certified Public Accountant (CPA) may be substituted for two (2) years of the required related experience.

Certification by the Institute of Internal Auditors as a Certified Internal Auditor (CIA) may be substituted for one (1) year of the required related experience.

Certification as a Certified Fraud Examiner (CFE) by the Association of Certified Fraud Examiners may be substituted for one (1) year of the required experience.

Admission to the Mississippi State Bar may be substituted for two (2) years of the required work experience.

Required Documentation:

Applicant must attach a valid copy of his/her current certification as a State of Mississippi Law Enforcement Professional.

Applicant must attach a valid copy of his/her certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE), when applicable.

Applicant must attach evidence of his/her admission to the Mississippi State Bar when applicable.

Certification/licensure will be verified by the hiring agency.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills

to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, other state's agency personnel), or other law enforcement entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Compiles clear, concise investigative reports. Prepares and answers correspondence in connection with investigatory work. Maintains liaison and gains cooperation from federal, state, county and municipal law enforcement agencies and prosecutors.

Technical Knowledge: Exhibits the knowledge needed to successfully perform the functions of the job.

Exhibits knowledge of applicable enforcement, investigative, and legal/court processes, procedures, and documentation. Exhibits the technical expertise to testify in court proceedings.

Investigation: Examines and evaluates all relevant facts to determine a logical and supported conclusion.

Investigates complaints of violations, makes field investigations, and performs surveillance as necessary. Conducts interviews, reviews documents, and/or records to compile evidence for presentment to the State Auditor and/or appropriate law enforcement agencies. Assists Attorney General, local District Attorneys, and U.S. Attorneys in investigating illegal conduct and makes arrests when required. Develops and utilizes informants and other sources of information relating to illegal activity. Prepares investigative reports, consults with superiors, and recommends appropriate action to the State Auditor.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvements and suggest changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Follows procedures concerning confidentiality. Maintains a viewpoint of complete objectivity-detached, impersonal and unprejudiced.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates the activities of enforcement agents.
2. Maintains liaison with other regulatory and enforcement officials of federal, state, and local government for information sharing and training.
3. Maintains liaison with other regulatory and enforcement officials of federal, state, and local government for information sharing and training.
4. Investigates complaints of violations by state, county, and municipal employees and elected officials and performs surveillance as needed.
5. Prepares investigative reports, consults with supervisors, and makes recommendations to the Senior Special Agent as to the appropriate action.
6. Assists in preparing cases for court to recover illegally used or obtained public funds and or criminal proceedings.
7. Assists District Attorneys and Attorney General in investigation of illegal conduct and making arrests when needed.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Reviews documentation and findings of investigators to determine applicable statutes which may have been violated and proper actions to be taken.

Makes recommendations to administrative superior.

Assists the Attorney General with litigation to recover funds.

Works with investigators, the local District Attorney and/or Attorney General's Office in any criminal proceeding and investigations, testifies in court, and makes arrests when necessary.

Reviews documentation and findings of investigators to determine applicable statutes which may have been violated and proper actions to be taken.

Makes recommendations to administrative superior.

Assists the Attorney General with litigation to recover funds.

Works with investigators and the local District Attorney and/or Attorney General's Office in any criminal proceeding and investigations, testifies in court, and makes arrests when necessary.

Investigates complaints of violations, makes field investigations, and performs surveillance as necessary.

Conducts interviews and reviews documents and/or records to compile evidence for presentment to the Senior Special Agent and/or appropriate law enforcement agencies.

Prepares investigative reports, consults with superiors, and recommends appropriate action to the Senior Special Agent

Develops and utilizes informants and other sources of information relating to illegal activity.

Assists the Senior Special Agent in preparing information for litigation to recover public funds or for criminal proceedings.

Testifies in court and before grand juries.

Assists Attorney General, local District Attorneys, and U.S. Attorneys in investigating illegal conduct and makes arrests when required.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.