



**OFFICE OF THE ATTORNEY GENERAL**  
200 St. Paul Place  
Baltimore, Maryland 21202  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**Job Announcement**  
**Administrative Officer III**  
**Medicaid Fraud Control Unit**

**Posting Date:** November 17, 2022

**Closing Date:** December 5, 2022

**Job Title:** Admin. Officer III/Investigator

**Position Type:** Regular Full Time

**Location:** Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland

**Description:** The Office of the Attorney General is seeking applicants for a fraud investigator position in its Medicaid Fraud Control Unit (MFCU). Fraud Investigators work with Assistant Attorneys General and staff of the MFCU conducting confidential criminal and civil investigations of fraud by health care providers receiving Medicaid funds. Duties include identifying, locating and interviewing key witnesses; analyzing medical records, data and other electronic evidence; preparing witness interview memoranda, preparing spreadsheets and reports; serving subpoenas and other document requests; testifying in grand jury and court proceedings; drafting and executing search warrants, working with local, state and federal law enforcement agencies, conducting surveillance; and preparing cases for trial.

**Experience:** Minimum requirements for this position are a bachelor's degree from an accredited four-year college or university and three years criminal or fraud investigative experience. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

Must have computer software experience, including use of Access or Excel, word processing programs and fundamental understanding of database concepts. Must have excellent communication and writing skills. The candidate must be willing to work throughout the state and at times work outside the typical workday, as required. The candidate must possess a valid Maryland Driver's License.

**Submission:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business Monday, December 5, 2022.

**The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion, ancestry, national origin, age, marital status, sexual orientation, gender identity, disability, pregnancy, or genetic information. The Office is committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law.**