



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

**JOB ANNOUNCEMENT**  
**Investigative Analyst**  
**(Administrator II)**  
**Criminal Division**

**Posting Date:** September 15, 2023

**Closing Date:** September 29, 2023

**Job Title:** Investigative Analyst

**Position Type:** Regular Full Time

**Salary:** \$60,801 - \$97,940. The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

**Location:** Office of the Attorney General, Criminal Division  
200 St. Paul Place, Baltimore, Maryland 21202

**Telework:** A hybrid remote telework and in-office schedule option is available per applicable policies and procedures

**DESCRIPTION:** The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the legal business of the State, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials and institutions of State Government. As Maryland's 47th Attorney General, Anthony G. Brown, leads the Office with a key focus on equity, justice, and fairness.

One of Attorney General Brown's top priorities is public safety. As such, the OAG is expanding its Criminal Division and is looking for talented, hardworking individuals who are interested in being a part of that expansion, as we create an even bigger and better Criminal Division to collaborate with local, State, and federal partners to help combat violence, the opioid epidemic, fraud, corruption, and environmental hazards, and keep Marylanders safe. The Criminal Division is comprised of three units: Environmental and Natural Resources Crimes Unit (ENRCU), Fraud and Corruption Unit (FCU), and Organized Crime Unit (OCU).

The OAG's Criminal Division is now seeking applicants to fill an Investigative Analyst position within the Division. The Investigative Analyst will assist with any and all investigations and prosecutions in the Criminal Division and will work closely with the investigators and attorneys in the Division. The

Investigative Analyst will help develop investigative plans, review and analyze various large-volume categories of evidence, including cell phone downloads, social media downloads, computer downloads, document productions, video footage, interview reports, witness statements, bank statements, medical records, tax records, toll records, location data, other digital data, and more. The Investigative Analyst will be expected to assist investigators and prosecutors in determining the most effective methods for gathering and analyzing such evidence and will be able to consolidate and synthesize the evidence to further the investigation and prepare for court proceedings efficiently and thoroughly. The Investigative Analyst will assist and support the Division's prosecutors through all stages of the investigation and prosecution analyzing and synthesizing evidence and data, and preparing spreadsheets, charts, and reports to aid the investigation and for use in court. The Investigative Analyst will be called upon to assist with all of the Criminal Division's needs, including assisting with matters in the ENRCU, FCU, and OCU. The Investigative Analyst will also have a large role in the Attorney General's ongoing investigations of child sexual abuse by clergy in Maryland.

The ENRCU handles investigations and prosecutions of a wide range of environmental and natural resources crimes throughout Maryland, including individual and corporate defendants in situations where deceptive and willful action or inaction caused or could have caused significant environmental harm, the destruction of natural resources, or substantial risk to public health. The FCU handles investigations and prosecutions involving fraud and public corruption in Maryland, including bribery, fraud against the state, state employee misconduct, securities fraud, insurance fraud, tax fraud, theft by deception, crimes of exploitation against vulnerable victims, and other criminal violations relating to the integrity of state government and economic justice in courts across Maryland. The OCU handles complex investigations and prosecutions of criminal gang activities, firearms and narcotics trafficking, human trafficking, prison corruption, violent felonies including serial robberies and home invasions, homicides, and more.

**EXPERIENCE & QUALIFICATIONS:** At least 5 years of work as a criminal investigative analyst. The ideal candidate will have experience assisting with complex criminal investigations. The ideal candidate will have had in-depth training and certifications in the relevant subject matters. The candidate should have experience conducting investigations in contemplation of litigation – in other words, at a level of reliability, consistency, thoroughness, and with the necessary documentation that the evidence can withstand scrutiny in court. The candidate should have specialized experience that includes the following:

- Collecting, examining, processing, and synthesizing digital evidence for criminal investigations that is admissible in a court of law.
- Utilizing digital forensic review and analysis techniques, methods, and equipment to support criminal investigations and prosecutions.
- Developing and maintaining contacts in the forensic field and keeping abreast of technological advances relating to forensic analysis of digital, electronic, and mobile device data relating to criminal investigations.
- Gathering and storing evidence from law enforcement partners in a forensically secure manner
- Providing testimony and demonstrative exhibits during criminal grand jury presentations, motions hearings, and trials during developing investigations and the prosecution of cases.

Experience with high-profile or sensitive investigations is beneficial, along with excellent writing and investigative skills. The candidate should have a high degree of comfortability and expertise working with electronic/digital forensic evidence and must possess a fundamental understanding of electronic database systems and concepts.

**SUBMISSION:** Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <https://www.jobapscloud.com/MD/> Friday, September 29 , 2023 by 5 P.M. In addition to the on-line

application, email a resume in PDF format to Katie Dorian (Chief of the Criminal Division) at [kdorian@oag.state.md.us](mailto:kdorian@oag.state.md.us), by closing date. ***Please write “Criminal Division – Investigative Analyst” in the subject line of the email.*** Applicants who are subsequently invited for an interview will also be asked for references.

**EMPLOYMENT BENEFITS:** The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental, and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401 (k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

**EQUAL OPPORTUNITY EMPLOYER:** The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state, or federal laws.

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING:** The OAG views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.