



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov
JOB ANNOUNCEMENT
Fraud Investigator
Securities Division

Posting Date: March 6, 2020 **Closing Date:** March 20, 2020
Job Title: Fraud Investigator **Position Type:** Contractual/Full Time
(Administrator I)
Location: Office of the Attorney General, Securities Division
200 St. Paul Place, Baltimore, Maryland

Description: The Office of the Attorney General, Securities Division is seeking applicants for two Contractual Fraud Investigator positions to work closely with Assistant Attorneys General to investigate and bring enforcement actions for violations of the state securities act, franchise law, and business opportunities act. Duties include locating and interviewing victims and witnesses; preparing interview reports, affidavits, subpoenas, and other documents for civil and administrative proceedings; serving subpoenas, administrative orders, and court orders; reviewing and analyzing subpoenaed documents, including bank records, brokerage accounts, and other financial and business records; tracing funds and locating assets of targets; dealing with officials of brokerage firms, financial planners, and franchisors; working with victims of financial fraud, including unsophisticated investors, immigrants, and the elderly; acting in an undercover capacity as a potential investor; testifying in court and administrative hearings; and working closely with other law enforcement agencies, including the SEC, the FTC, the United States Attorney’s Office, the State Police, local prosecutors, the U.S. Customs Service, the FBI, and Postal Inspectors.

Experience: A Bachelor’s degree from an accredited college or university. Four years of experience in administrative staff or professional work. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.

Preferred Experience: A Bachelor’s degree in business administration, accounting, finance, criminal justice or a related field from an accredited college or university, and three years of experience performing investigative work in securities, financial fraud, consumer protection, Medicaid fraud, or similar relevant experience OR graduation from an accredited high school or possession of a high school equivalency certificate, and seven years of experience performing investigative work in securities, financial fraud, consumer protection, Medicaid fraud, or similar relevant experience. Experience in criminal or financial investigation and law enforcement background preferred.

Must have computer software experience, including use of Access or Excel, and word processing programs. Must have excellent communication and writing skills. The candidates 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 Friday, March 20, 2020.

The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.