



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Special Investigator 1

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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<b>SALARY:</b>	\$44,303.00 - \$50,543.00 Annually
<b>JOB TYPE:</b>	Non-Civil Service Permanent Full-time
<b>DEPARTMENT:</b>	State Ethics Commission
<b>LOCATION:</b>	Dauphin County
<b>OPENING DATE:</b>	08/07/19
<b>CLOSING DATE:</b>	08/17/19 11:59 PM
<b>JOB CODE:</b>	E8700
<b>POSITION NUMBER:</b>	00268754
<b>BARGAINING UNIT:</b>	99
<b>PAY GROUP:</b>	ST06
<b>BUREAU/DIVISION CODE:</b>	1000
<b>BUREAU/DIVISION:</b>	Ethics Commission
<b>WORKSITE ADDRESS:</b>	613 North Street, Room 309
<b>CITY:</b>	Harrisburg, Pennsylvania
<b>ZIP CODE:</b>	17120
<b>CONTACT NAME:</b>	Leticia Powell
<b>CONTACT PHONE:</b>	717-783-1610
<b>CONTACT EMAIL:</b>	letpowell@pa.gov
<b>THE POSITION:</b>	

The State Ethics Commission is seeking a highly motivated, professional individual to fill a full-time investigative position in Harrisburg. Experience conducting financial crimes or criminal investigations helpful. Strong written and oral communication skills required. Experience with Microsoft Office Suite is preferred. Intrastate travel required, including occasional overnight stay.

**DESCRIPTION OF WORK:**

The successful candidate is responsible for conducting investigations of financial conflicts of interests of public officials and public employees at the local, county and state level which may lead to criminal prosecutions. Duties include interviewing witnesses, preparing detailed investigative reports, and conducting financial record reviews.

**REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

Two years of experience in progressively responsible criminal investigation work, and a bachelor's degree; or

Any equivalent combination of experience and training.

All successful applicants are subject to background investigation prior to offer of employment.

**WORK SCHEDULE:**

8:30 AM - 5:00 PM  
Monday - Friday  
Lunch Period: 1 Hour

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #N-2019-53405  
SPECIAL INVESTIGATOR 1  
AH

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

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**Special Investigator 1 Supplemental Questionnaire**

- \* 1. This position is located in Harrisburg, Dauphin County, Pennsylvania. Are you willing and able to work in Dauphin County, PA?  
 Yes  
 No
- \* 2. Please indicate the highest level of post-secondary education you have completed.  
 Master's degree or higher  
 Bachelor's Degree  
 Associate's degree  
 Some college  
 Other  
 None
- \* 3. If you answered "Some college" or "Other" to the question about post-secondary education, please provide the number of semester credits you have completed. Otherwise, please respond with "N/A."
- \* 4. If you have a degree, in what major is your degree? Please type "N/A" as your response in the text box if this question is not applicable to you.

\* 5. How many years of progressively responsible criminal investigation work experience do you have?

- None
- Less than 1 year
- 1-less than 2 years
- 2-less than 4 years
- 3-less than 4 years
- 4+ years

\* 6. How many years of investigative public contact experience do you have (i.e., reviewing and presenting records, correspondence, and documentation used in case prosecution, claim or credit approval, or debt collection)?

- None
- Less than 1 year
- 1-less than 2 years
- 2-less than 4 years
- 3-less than 4 years
- 4+ years

\* 7. What type of investigative experience do you possess? (Check all that apply.)

- Law Enforcement
- Private Security
- Probation/Parole
- Other
- None

\* 8. If you answered "Other" to the question above, please provide the details regarding your "Other" experience. (If not applicable, type N/A.)

\* Required Question