

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Investigative Auditor
Fraud Investigation Unit
Office of Legislative Audits (OLA)
Located at The Warehouse at Camden Yards

Salary: \$70,000 to \$110,000 - based on experience and qualifications

Position Summary: This position is part of OLA’s Fraud Investigation Unit (FIU). This position is responsible for investigating allegations of fraud, waste, and abuse received through various sources and for providing support to other OLA staff on fraud-related matters.

Team Member Benefits: [Click Here for More Information](#)

Principal Duties:

- Perform investigative procedures to identify and pursue instances of potential fraud, waste, abuse, misconduct, mismanagement, misuse of government resources, improper procurement practices, contract fraud, conflicts of interest, and other violations of laws, rules, and regulations involving State funds at government agencies throughout the State of Maryland.
- Use a broad range of investigative techniques including background checks, research, financial data analysis, document examination, site visits, and interviews to collect and analyze evidence.
- Prepare concise reports and detailed documentation to support findings and work performed.
- Complete assignments within budgeted time and meet deadlines.
- Communicate effectively with OLA staff, agency personnel, and others.
- Perform the day-to-day activities of OLA’s fraud hotline, such as answering and documenting hotline calls and entering allegations into an automated tracking system.
- Assist in the identification of potential fraud, waste, and abuse through data analytics and continuous monitoring efforts.
- Provide assistance to other OLA staff conducting fraud-related audits and reviews.
- Handle investigations in a discreet and professional manner. Maintain confidentiality of FIU activities and limit disclosure to authorized personnel.
- Maintain a professional image and conduct oneself in a manner which fosters a cooperative relationship with OLA staff, agency personnel, and others.
- Conduct work at the OLA office and on-site at the agency under review. Remote work from home is also permitted.

Qualifications:

Required

- Bachelor’s degree, with a major in criminal justice, accounting, or a related field preferred, from an accredited college or university
- Highly motivated with strong attention to details and outstanding analytical and critical thinking skills.
- Ability to adapt to new challenges and learn quickly
- Excellent verbal and written communication skills
- Ability to balance multiple tasks in a fast-paced environment and handle them in a discreet, confidential, and professional manner
- Ability to work independently and collaboratively with a team

Desired

- Experience with identifying and investigating instances of asset misappropriation and corruption involving governmental operations, such as inspector general investigations. Desired experience includes:
 - Planning and conducting investigations and research
 - Conducting and documenting interviews
 - Utilizing various fraud detection and investigation analyses methods, tools, and resources
 - Preparing concise reports with investigation findings
 - Collaborating with law enforcement, prosecutors, and other government agencies on investigations
- Certified Fraud Examiner (CFE) or Certified in Financial Forensics (CFF)
- Experience utilizing data analytics to identify instances of potential fraud, misconduct, conflicts of interest, and other violations of laws, rules, and regulations
- Proficient use of standard business software programs, including Microsoft Word and Excel

Send resume and letter of interest to:

Office of Legislative Audits
Email: jobs@ola.state.md.us

Indicate applying for **Investigative Auditor** position

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.