

## Job Description

<b>Job Title</b>	FRAUD INVESTIGATOR	
<b>Job ID</b>	1696	
<b>Date Opened</b>	11/06/2017	
<b>Date Closed</b>	12/05/2017	
<b>Location</b>	810 First St. NE	
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b> Career Service - Reg Appt
<b>Regular/Temporary</b>	Regular	
<b>Agency</b>	SR	Insurance, Securities and Bank
<b>Area of Consideration</b>	Open to Public	
<b>Grade</b>	12	
<b>Bargaining Unit</b>	1_2	Compensation Unit 1 & 2
<b>Minimum Range</b>	\$76,082.000000	<b>Maximum Range</b> \$97,340.000000
<b>Target Openings</b>	1	<b>Available Openings</b> 1

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### General Job Information

#### **Job Summary**

The Compliance Branch (CB) of the Enforcement Consumer Protection Investigation Division (ECPD) of the Department of Insurance, Securities and Banking (DISB). The CB ensures consumer protection of DC residents by: (1) conducting administrative investigations of allegations of violations, misconduct or disqualifying activities by financial services producers licensed in the District of Columbia; and (2) The ECPD makes referrals to enforce the District of Columbia insurance Code, the District of Columbia securities Act (Public Law 88-01), the District of Columbia Investment Advisers Act of 1992 and all District of Columbia official code cites under banks and other financial institutions. Also, CB maintains regional doable partnerships with MD and VA DOL's for best practices.

#### **Major Duties**

Evaluates referrals to determine the necessity and scope of investigation. Prepare an investigative plan. Summarize, analyze and arrange documents, witness and subject interviews, audit reports, and other evidence to determine a violation. Investigate allegations of violation(s) of insurance, security and banking laws regarding the activities of insurance agents, securities brokers, and regulated banking entities or the general public, including conducting interviews. Such may include conducting field investigations, when deemed necessary. Interview and interrogate witnesses and suspects. Able to conduct covert actions, when appropriate. Must exercise sound judgment and discretion in conducting interviews and have good investigative techniques.

Prepares and collate a comprehensive written investigative summary report, which includes acquired correspondence and other documents necessary to expeditiously conduct efficient and adequate financial services investigations and to support a referral. Such includes determining and citing what code violated.

Submits summary report to the Assistant Director for Compliance and Director (Associate Commissioner) for ECPD for authorization to present as a referral to the appropriate Associate Commissioner for further consideration to the Office of the Cooperate with the Assistant General Counsel handling the referral case, by providing requested information promptly and testifying in a competent, professional manner at the administrative hearing, if deemed necessary. When evidence indicates a criminal or civil violation has occurred, prepare and submit all documented data as a referral to the Director (Associate Commissioner) for ECPD, with recommendation of appropriate action to the Assistant Director, Investigation Branch.

Responsible for the care, custody, and control of physical evidence that might be seized during an investigation. Conduct inspections of licensing records, either individually or accompanied by other financial services personnel of insurance, securities or banking entities believed to be in violation of code(s). Participate in activities, such as meetings, seminars and conferences, sponsored by various insurance, securities and banking industry organizations.

Performs other related duties as assigned.

### **Qualifications**

Knowledge of D.C. Government laws and regulations promulgated to monitor the insurance, securities and banking industries, internal DISB policies and practices, the theories and concepts of insurance, securities and banking anti-fraud operations; and principles of business organization. Ability to investigate wide range of complex regulatory situations to resolution

Knowledge of investigative organizations supporting enforcement efforts. Strong network of contacts in state and other regulatory enforcement agencies.

Knowledge and understanding of the methods and operations of financial entities and, especially, insurance agent/broker operations in order to conduct producer investigation of wrongdoing.

Knowledge and understanding of the methods and operations of securities broker-dealers and investment advisers, and general familiarity with the securities and financial planning business in order to conduct producer investigations.

Knowledge and understanding of the methods and operations of financial institutions to include depository and non-depository operations. Ability to testify in administrative hearings. Highly

Skilled in oral, written, and technological (computer) communications to present facts and to prepare detailed summary reports of findings in all three (3) financial services areas. Have strong analytical and organizational skills.

Skilled in interview and interrogation techniques and the ability to write thorough reports of results.

Analyze information received from witnesses and subjects. Ability to clearly, concisely and logically discuss and resolve evidentiary and factual matters with Office of General Counsel.

Knowledge in database, various search engines, and methods of protecting sensitive information. Capable of "Surfing the Net" and, proactively, review mass media for materials that may be in violation of regulatory codes. Determine evidentiary sufficiency of all pertinent case data to support referral for consideration to take an administrative or regulatory enforcement action.

### **Other Significant Facts**

Three (3) years' experience in an insurance, securities or banking regulatory agency or three (3) years in a law enforcement or other investigative capacity.

Professional experience in military or civilian law enforcement or regulatory enforcement agency can substitute on a year-for-year basis for the required college education.

No history of criminal record. Free of any medical condition or ailment that would hamper or restrict performance of assigned duties. In frequent travel may be required.

### **Experience and Education**

Applicants must have at least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience must demonstrate the following: Conducting interviews and investigative techniques; determining inconsistencies among investigative findings, analyzing and developing evidence needed to determine violations.

**OR**

An equivalent combination of education and experience.

**Licensure/Certification**

None

**Work Environment**

The incumbents work is generally performed in an office setting. However, it may include off-site office setting.

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