

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Special Agent		Class Code: 005NA0
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 6-27-14
	Summary Incumbent conducts investigations of alleged fraud, waste, abuse, wrongdoing, or ethics violations in the Executive Branch of state government. Efforts result in a state agency's elimination, reduction, or avoidance of staff misconduct, misappropriation of state funds or assets and similar dysfunctional practice or behavior.		

Duties:

- Investigates a wide range and variety of practices within the Executive Branch state agencies dictated by the parameters established Indiana Code;
- Investigates personnel and fiscal records to ascertain misappropriation of public assets or funds;
- Investigates complaints from the public and state agencies concerning violations of statutes and regulations by state employees or agencies;
- Researches files, records, statutes and rules to ensure proper authorization and other compliances;
- Prepares and files formal complaints against offending or alleged offenders on behalf of the Inspector General;
- Serves as an expert witness when required;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of, and experience in, complaint investigation and interviewing techniques, criminal detection and apprehension, due process and criminal and civil liability;
- Thorough knowledge of state government organization and procedures as well as state statutes, rules, and law governing areas of responsibility;
- Working knowledge of filing and enforcement requirements of the Inspector General;
- Effectively communicate, both orally and in writing;
- Ability to analyze complex problems and make determinations and recommendations relative to the necessity of conducting investigations.

Difficulty of Work:

Work is broad in scope potentially dealing with all areas and levels of state government operations, involving the application of continually changing concepts, and new variables with interrelationships difficult to diagnose and ascertain. The incumbent must use considerable judgment to adapt methods and procedures to fit operational needs and individual cases. Situations may be unprecedented in nature and complex with results directly related to the ability to identify problems and recommend proper action in multiple areas.

Responsibility:

Incumbent makes a substantial and consequential contribution to the mission of the Office of the Inspector General by ensuring compliance with all applicable state laws, rules and regulations. Unusual problems are discussed at the discretion of the incumbent with supervisor. Work may be reviewed by Special Agent Coordinator and or the Inspector General for soundness of judgment and conclusions.

Personal Work Relationships:

Work contacts are potentially with all levels of state government, to include law enforcement, political appointees, judges, prosecutors, executives and all other employees, and the public, to develop and document evidence specific to assigned investigations.

Physical Effort:

Work can involve physical walking, driving and climbing.

Working Conditions:

Setting is often in an office; however, some travel is required.