

Office of Executive Inspector General
Investigative Intern
Position Description

Under direct supervision, provided the opportunity to observe, learn, and assist the Office of Executive Inspector General's (OEIG) investigative staff by conducting research, analysis, and soliciting requisite materials and evidence. Works within very limited authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

1. Provided the opportunity to observe and learn how investigators conduct interviews of complainants, witnesses, subjects, and various other parties regarding information verification and/or corroboration.
2. Provided the opportunity to accompany investigators in conducting stationary and mobile surveillance on individuals involved in investigations.
3. May assist in collecting, analyzing and interpreting information, documentation and physical evidence associated with investigations.
4. Provided the opportunity to observe and learn to prepare case reports on all investigative action taken including the allegations, evidence, transcripts of interviews, and the conclusion of investigations plus all accompanying exhibits and physical evidence.
5. May provide support to maintain records of all information and material pertinent to open investigations; identifies, labels and stores evidence to ensure the security of all pertinent stored evidence and information gathered.
6. May update agency systems with investigative information.

REPORTS TO: OEIG Management Staff

MINIMUM QUALIFICATIONS:

1. Junior/Senior or Graduate student in good academic standing from an accredited college or university with a focus on criminal justice, public administration or other related discipline.
2. Proficiency in Microsoft Office Word.
3. Ability to communicate effectively both orally and verbally.
4. Commitment to maintaining confidentiality and professionalism.
5. High level of enthusiasm and desire to learn how to investigate fraud and abuse in State government.