

Washington Metropolitan Area Transit Authority (WMATA)

Posting Title: **Special Agent**

Location: Jackson Graham - 3rd Floor

Reference: Union Code 090012 NRP

Salary Range - \$64,187 \$96,281

FLSA Exempt

Opening Date: 02/03/2009

Responsibilities

POSITION SUMMARY:

The incumbent plans and conducts investigations of non-complex and moderately complex allegations or indications of employee misconduct and fraud, waste and abuse in METRO's operations and activities, including but not limited to criminal activity, consistent with the responsibilities of the Office of Inspector General (OIG).

DUTIES:

Receives and processes for appropriate action, through the OIG Hotline or otherwise, non-complex and moderately complex allegations of wrongdoing and fraud, waste and abuse relating to METRO employees, contractors and METRO operations and activities and evaluates such allegations for appropriate action.

Plans and conducts preliminary inquires and investigations of non-complex and moderately complex allegations of wrongdoing and fraud, waste and abuse relating to METRO employees, contractors and METRO operations and activities, including accessing, using and analyzing available documents and data sources and conducting interviews of witnesses.

Coordinates and acts as liaison with prosecutive agencies on the federal state and local levels and within METRO to facilitate criminal, civil fraud and administrative cases based upon OIG investigations, including but not limited to assisting prosecutors and civil attorneys with evidence gathering and acting as a witness in court cases.

Coordinates and acts as liaison with other law enforcement agencies and administrative agencies and offices on the federal, state and local levels and within METRO during the conduct of inquires and investigations to acquire information and leverage resources.

Prepares reports and other documentation of inquiries and investigations and activities relating to same.

Identifies systemic issues and problems in connection with OIG investigations to promote the economy, efficiency and effectiveness of METRO activities and prevent fraud and abuse in METRO activities and to allow the Inspector General to keep the Board fully and currently informed about deficiencies in METRO operations and activities.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

Qualification Requirements

In order to be considered for employment all applicants must meet the minimum qualification requirements. Applicants should include all relevant education and work experience on their application.

Qualifications

Graduation from an accredited four- year college or university with a Bachelor's degree. Five (5) years of professional experience in a government or other organizational internal investigations, auditing, forensic fraud examination, or similar field. Legal, audit or fraud examination training is desirable.

Experience may be considered in lieu of education if the candidate can effectively demonstrate functional/technical competence and progressive responsibility.

LICENSE/CERTIFICATION:

Graduation from a certified law enforcement academy.

Evaluation Criteria

Evaluation criteria may include one or more of the following:

1. Education, training and experience
2. Personal Interview
3. Medical Examination which may include alcohol and drug screening
4. Performance and attendance record
5. Background Check which may include verification of employment, education, criminal history, and driver's record.

Closing Statement

Posted salary ranges and employment offers are subject to any union contract agreements and WMATA salary administration guidelines. The Washington Metropolitan Area Transit Authority is an equal opportunity employer, and encourages applications from minorities, females and persons with disabilities.

Please apply before: **02/18/2009**