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Job Description

Posting Title:

Senior Special Agent

Location:

Jackson Graham - 3rd Floor

Reference:

090727

**Union
Code**

NRP

Salary Range

\$73,357 - \$110,035

FLSA

Exempt

Opening Date

10/13/2009

Responsibilities

SUMMARY:

The incumbent will serve as a Senior Special Agent, responsible for supervising special agents in performing investigations and planning, leading, and conducting the incumbent's own investigations, to include complex and/or sensitive investigations of 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). The incumbent serves as the principal advisor to the Assistant Inspector General for Investigations on matters relating to the administration of the OIG investigations function.

MAJOR DUTIES:

Provides expert-level technical advice to and oversight of OIG special agents in the conduct of investigations, including but not limited to criminal investigations.

Serves as principal advisor to the Assistant Inspector General for Investigations on administrative issues relating to the OIG investigations component, to include establishing and keeping updated policies and procedures.

Analyzes 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, leads and conducts preliminary inquires and investigations of complex and/or sensitive 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.

Plans, leads and conducts investigations of improper and illegal use of computers relating to METRO operations and activities by METRO employees and contractors.

Directs program of pro-active investigations based upon analysis of data relating to METRO's operations and activities and METRO contractors.

Maintains liaison with prosecutor 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.

Maintains 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 inquiries 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.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive and sophisticated knowledge of investigative techniques, principles and concepts, including but not limited to those pertaining to witness/employee interviews, documentation of interviews and investigative activities and access to and use of a variety of documents and data sources (including electronic data).

Knowledge of legal principles relating to investigations, including but not limited to interviews, search and seizure, handling of documentary and physical evidence and admissibility of evidence in courts and administrative proceedings. Thorough knowledge of or ability to quickly acquire knowledge of the laws, regulations, records, systems and organizational structure of METRO.

Ability to lead others or give direction to ensure that specified outcomes are realized.

Ability to deal effectively and professionally with a variety of people, some of whom may be hostile or uncooperative, in connection with sensitive matters in order to obtain information and data necessary to conduct complex and/or sensitive inquiries and investigations.

Ability to organize and collate large quantities of information and data and to analyze same and/or use them as evidence.

Ability to prioritize, document and complete many tasks necessary to handle a large number of inquiries and investigations at any one time.

Ability to write reports and summaries of interviews in a clear, concise and grammatically correct manner. Also, evaluate and revised reports prepared by others.

Ability to communicate effectively.

Qualification Requirements

To be considered for the position, you must meet minimum qualifications. It is, therefore, very important for you to include on your application any education/experience you have had that is described in the minimum qualifications. Incomplete information may delay the assessment process.

Qualifications

Possession of, or the ability to rapidly obtain, a valid District of Columbia, Maryland, or Virginia motor vehicle

operators permit issued from the jurisdiction of residence.

The incumbent must be able to perform the essential functions of this position either with or without reasonable accommodation.

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 testing
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.

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