

# Job Description

**Posting Title:** Special Agent  
**Location:** Jackson Graham – 3<sup>rd</sup> Floor  
**Reference:** 100250                      **Union Code:** NRP  
**FLSA** Exempt  
**Opening Date** 4/08/2010

## Responsibilities

### POSITION SUMMARY:

The incumbent plans and conducts 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).

### DUTIES:

Receives and processes for appropriate action, through the OIG Hotline or otherwise, 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 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 prospective 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 conducting 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.

## KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated knowledge, abilities and/or hands on experience in:

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).

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.

Laws, regulations, records, systems and organizational structure of METRO.

Dealing effectively and professionally with a variety of people, some of whom may be hostile or uncooperative, in order to obtain information and data necessary to conduct inquiries and investigations.

Organize and collate information and data and to analyze same and/or use them as evidence.

Prioritize, document and complete many tasks necessary to handle a moderate number of inquiries and investigations at any one time.

Write reports and summaries of interviews in a clear, concise and grammatically correct manner with the ability to communicate effectively.

#### **Qualification Requirements**

Graduation from an accredited four (4) 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 in lieu of education will be considered if candidate can progressively demonstrate experience in a government or other organizational internal investigations, auditing, forensic fraud examination, or similar field. Legal, audit or fraud examination training is desirable.

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

#### **Qualifications**

LICENSE/CERTIFICATION:

Possession of or the ability to rapidly obtain a valid driver's license issued in jurisdiction of residence.

Graduation from a certified law enforcement academy is desirable.

#### **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.

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