Office of Executive Inspector General
Division of Investigations
Position Description
Investigative Intern

POSITION SUMMARY: Under direct supervision of management staff of the Office of Executive Inspector General (OEIG), serves as Investigative Intern. The intern is provided the opportunity to observe, learn, and assist the OEIG's investigative staff by conducting research, analysis, and soliciting requisite materials and evidence within very limited authority. This internship involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES:

1. Provided the opportunity to observe and learn how investigators conduct interviews of complainants, witnesses, and various other parties regarding information verification and/or corroboration. Interns are prohibited from assisting with the interviews of subjects.

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.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Management Staff of the Office of Executive Inspector General

MINIMUM QUALIFICATIONS:

- 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;
- ability to communicate effectively both orally and verbally;
- commitment to maintaining confidentiality and professionalism;
- high level of enthusiasm and desire to learn how to investigate fraud and abuse in State government; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other internet applications.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.