



## **JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL JOB POSTING: ENTRY-LEVEL SPECIAL AGENT/EVALUATOR**

**Position Title:** Entry-level Special Agent/Evaluator

**Salary:** \$55,000 - \$65,000

**Date Posted:** 05/08/2023

**Location:** 990 N. Corporate, Jefferson, LA

**Deadline:** Open until filled

**Apply to:** [employment@jpoig.net](mailto:employment@jpoig.net)

### **How to Apply**

Qualified applicants should apply by sending the below documents to [employment@jpoig.net](mailto:employment@jpoig.net). Applicants may apply by sending documents via USPS or other national carrier to: ATTN Employment at JPOIG, Jefferson Parish Office of Inspector General, 990 N. Corporate, Suite 300, Jefferson, LA 70123:

1. Cover letter;
2. Resume;
3. Copies of college diplomas and/or transcripts;
4. Three (3) references.

### **Applications will be considered when received.**

Applicants selected for interview will be required to provide two (2) Writing Samples (e.g., business school or professional reports or articles)

### **Kind of Work**

The Office of Inspector General is a department within Jefferson Parish government which falls under the supervision of the Inspector General who is appointed by an independent commission. This position is responsible for conducting investigations varying in levels of complexity and difficulty. Investigative activities include analyzing and reviewing data, surveillance, collecting evidence, interviewing individuals, and preparing reports. Investigations are conducted in accordance with the Association of Inspectors General's standards.

### **Qualifications**

#### **Minimum Qualifications**

- A bachelor's degree from an accredited college or university. Preferred fields of study are accounting, finance, management, business administration, public administration, criminal justice, social science or closely related field;
- Excellent computer skills including word processing applications, Excel, internet usage, and other public records databases; exceptional writing ability, superb integrity, and robust critical thinking ability;

- A valid driver's license and the maintenance of a valid Louisiana driver's license is required. Must be able to obtain a Louisiana license within 30 days of residency.

### **Preferred Qualifications**

- Experience in investigative/compliance functions, including development of plan, documentation of investigative activities, and reporting;
- A Certified Fraud Examiner (CFE);
- Experience reviewing and analyzing extensive data and records for evidence of waste, fraud, misconduct, or mismanagement.
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy; and
- Experience communicating investigative results verbally and in writing to a diverse base of stakeholders.

### **Marginal Functions**

While the following tasks are not necessary for the job, you may be expected to perform the following:

- Completing routine administrative duties, including appropriate documentation of investigative activities.
- Performing related duties as necessary or directed.

### **Hours of Work**

General hours of work are 8:30 a.m. to 4:30 p.m., Monday through Friday. Subject to 24-hour emergency call-out, early morning, evening, weekend, and holiday work. Exempt from overtime compensation. Will be required to work whatever hours are necessary to satisfactorily perform the duties and demands of this position. Thirty-five (35) hour minimum per work week.

### **Salary**

Base Salary: \$55,000, based upon experience.

Salary Range: \$55,000 - \$65,000.

### **Conditions of Employment**

- Must be able to travel on a Parish-wide and regional basis using your personal vehicle;
- Must be able to report to department work site a minimum of (35) hours per week;
- This is an exempt at-will employment position;
- A contingent offer of employment will require the successful completion of a satisfactory pre-employment physical, drug test, and background investigation.

**Jefferson Parish OIG is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish OIG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**