

# **SENIOR SPECIAL INVESTIGATOR**

## **DEFINITION**

This position is based in the Office of the Virgin Islands Inspector General (VI Inspector General's Office), in the United States Virgin Islands. The position reports to the Virgin Islands Inspector General (VIIG) and the Deputy Virgin Islands Inspector General (DVIIG), through the Chief of Investigations and/or the Assistant Chief of Audits and Investigations. Under the overall supervision and guidance of the VIIG, the DVIIG directs and administers the investigative, audit and inspection activities of the VI Inspector General's Office as mandated Title 3, Chapter 40, Sections 1200 -1206 of the Virgin Islands Code.

The incumbent of this position serves as a criminal investigator and is responsible for assisting the Chief of Investigations and the Assistant Chief of Audits and Investigations in territory-wide investigations. These investigations may involve allegations or suspected violations of criminal statutes of the Virgin Islands or the United States government as they relate to departmental programs and operations, especially in the area of fraud, waste, abuse, or other highly sensitive issues.

The Senior Special Investigator, acting individually or as part of a team, conducts simple to complex investigations or fact-finding studies involving suspected or alleged violations which may span across organizational lines and involve United States Federal Agencies, as well as private entities.

## **DUTIES (NOT ALL INCLUSIVE)**

- Conducts or participates in investigations related to Virgin Islands Government programs.
- Analyzes the request, complaint, or allegation in relation to appropriate laws, and regulations of the government.
- Identifies the issues involved and any written or interview evidence needed.
- Establishes the interrelationship of facts and/or evidence in the case through questioning of principals and witnesses; taking sworn statements, securing related documents and other materials, as well as performing extensive record searches and analyses.
- Writes clear, concise, comprehensive reports of investigations utilizing all pertinent field notes and other data.
- Testifies on behalf of the Government in criminal, civil, and administrative hearings.
- Reports findings in cases to the VIIG, DVIIG, the Chief of Investigations, or the Assistant Chief of Audits and Investigations, making recommendations as required, so that action may be taken prior to the submission of a formal report to safeguard the government, its property, or reputation.

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- Functions with local or Federal counterparts in other agencies and with members of Virgin Island law enforcement organizations in transferring certain cases or investigations that extend beyond the VI Inspector General's Office's legal mandate.
- Performs other related duties as required.

### **FACTOR-1-KNOWLEDGE REQUIRED BY THE POSITION**

In-depth knowledge of basic investigative principles and techniques such as; interviewing, criminal law, Federal Rules of Evidence, search and seizure, methods and patterns of criminal operations, and modern detection devices equipment and laboratory services.

Knowledge of administrative and technical reporting procedures in order to present findings in clear, logical, impartial, comprehensive and concise manner. Such reports may be oral and/or written.

Knowledge of functions and jurisdictions of other Federal, State and territorial investigative and law enforcement agencies.

Working knowledge of the Privacy Act of 1974 and other guides concerning invasion of Privacy.

Working knowledge of administrative and financial management functions including internal fiscal control, in order to review and analyze financial records and transactions.

### **FACTOR-2-SUPERVISORY CONTROLS**

The Chief of Investigations or the Assistant Chief of Audits and Investigations will assign case investigation tasks, or entire case investigations to the investigative staff. Investigations are then performed with little direct advice or assistance sometimes within a specified period for completion. Investigative reports are reviewed for quality, comprehensiveness of coverage, adherence to office policy and guidelines, and accomplishment of overall objectives. The incumbent functions periodically as team leader over lower grade investigators or auditors assigned to assist in the investigation.

### **FACTOR-3-GUIDELINES**

Laws and regulations, policies and procedures, and program objectives provide specific legal and administrative mandates for each of the government's departments and agencies. In conducting moderately complex investigations, the incumbent must use considerable judgment in selectively applying various investigative techniques.

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### **FACTOR-4-COMPLEXITY**

The assigned investigations involve simple to moderate complexity in resolving conflicts in facts or evidence. Incumbent must be resourceful in the development of information on such issues until there is enough evidence to support a legal or administrative decision. The work requires use of judgment in deciding what phase needs further investigation and what is related or relative to the investigation. Incumbent may consult the Chief of Investigations, the Assistant Chief of Audits and Investigations, or other managers from the VI Inspector General's Office for information related to any investigation.

Investigations and fact-finding projects cover the entire group of Virgin Islands government departments and agencies, in addition to private businesses providing services to the government, or private taxpayers of the government.

### **FACTOR-5-SCOPE AND EFFECT**

Investigative findings may have management implications and influence actions by management officials in making decisions and determining and reviewing policies and procedures. The reports are the basis, and in many instances the only basis, upon which departmental decisions rest. Many investigations result in disciplinary measures against governmental employees and officials including suspension or removal and may result in legal proceedings against these persons. They also often constitute deterrents to crimes or violations, influence changes in laws, regulations, policies, operational or practices; and/or establish precedents for future actions.

### **FACTOR-6-PERSONAL CONTACTS**

Contacts may be with any individual inside or outside the territory of the Virgin Islands, or the United States in the course of the investigative assignment. They include every level of employee within governmental departments; the United States Federal government; all ranks of private sector commercial employees; the general public; Federal and local law enforcement officials and investigative agencies; members of the Virgin Islands Senate and/or their staffs; members of the U. S. Congress or their staffs; the judiciary; and the Department of Justice and U. S. Attorney. Some contacts involve dealing with persons who are skeptical, uncooperative, unreceptive, hostile, and of a criminal, or emotionally disturbed background.

### **FACTOR-7-PURPOSE OF CONTACTS**

Interview individuals to obtain information, interrogate witnesses; review and analyze financial records or transactions.

### **FACTOR-8-PHYSICAL DEMANDS:**

Work is mostly sedentary. Incumbent may travel inter-island by aircraft.

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### **FACTOR-9-WORK ENVIRONMENT**

Work is usually performed in an office setting; some outdoor assignments may be required to gather information.

### **MINIMUM QUALIFICATIONS**

A Master's Degree in Criminology, Law Enforcement, Police Science, CPA, CFE, or a professional certification directly related to the type of work performed.

**OR**

Bachelor's Degree in Criminology, Law Enforcement, Police Science or any related discipline, and at least two (2) years of experience in white-collar type investigative fieldwork. Years of white-collar investigate fieldwork may be substituted on a one and a half (1 ½) to one for the four (4) year Bachelor's Degree.