



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Deputy, Fraud Investigator (Contract)
M01, \$46,446 - \$57,054 (B.O.E) + FRINGE BENEFITS

DEPARTMENT: Office of the Sheriff

OPENING DATE: 09-06-17 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Experience: Three or more years related experience.

ADDITIONAL REQUIREMENTS:

- ◆ Must be 21 years of age, possess a valid Maryland driver's license and be a U.S. citizen;
- ◆ Must pass written entrance exam, physical agility test, polygraph, physical and psychological examination, drug screen and successfully pass extensive background investigation with favorable results;
- ◆ Weight must be in proportion to height, body frame and age;
- ◆ Vision must be correctable to 20/20;
- ◆ Must have completed a 26-week Maryland Police Training Commission approved academy; or be eligible for recertification as a certified Police Officer by the Maryland Police Training Commission;
- ◆ Must be able to work shift work including weekends and holidays;
- ◆ This position is designated essential personnel during inclement weather;
- ◆ Must maintain current certification of CPR/AED/FA.

JOB SUMMARY: Responsible for conducting criminal investigations related to the enforcement of applicable statutes and laws within St. Mary's County. Work related to this position has the potential for personal danger and involves working with the criminal element. Investigators receive direction from supervisors and carry out their assignments in accordance with established operation procedures.

DUTIES:

- ◆ Conduct initial and follow-up investigations on Fraud, Identity Theft and related financial crimes;
- ◆ Interview victims of crime, witnesses, accurately record collected information and report progress of investigations to superiors;
- ◆ Work closely with other departments to include Federal Agencies (FBI, DHS, ect.)
- ◆ Canvas area of crime scenes, collect and record evidence, conduct specialized searches for physical evidence;
- ◆ Conduct interrogations of suspects, make arrests, transport and maintain custody of prisoners, articulate probable cause within applications for charging documents;
- ◆ Testify accurately in court and other proceedings in a clear, well organized and logical manner;
- ◆ Execute search and arrest warrants
- ◆ Maintain assigned equipment
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Knowledge of the Office of the Sheriff policies and procedures;
- ◆ Ability to use and maintain firearms and related police issued equipment;
- ◆ Ability to effectively communicate with other staff and especially members of the public;
- ◆ Ability to make decisions in accordance with established federal, state and local laws;
- ◆ Ability to apply departmental policies to daily work problems;
- ◆ Ability to understand and follow complex oral and written instructions;
- ◆ Ability to work independently on tasks and maintain records;
- ◆ Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
- ◆ Effective business English, grammar, legal terminology, and math skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort. For example, handling of moderate to heavy boxes, tools, equipment, or materials of 30 to 150 pounds and have the ability to evacuate people from dangerous conditions.

This position requires the ability to run, climb, jump, lift, drag, crawl, carry, push and pull of objects and have the ability to use bodily force as well as respond to calls, both on foot and by motor vehicle, wearing of Personnel Protective Equipment/PPE, including but limited to; Kevlar vest, gun belt and Gas/Protective mask.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$46,446 - \$57,054 (Based on Experience) Annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program.

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: Applications are available at:

Website:

<http://www.firstsheriff.com/applicationprocess.asp>

Phone: 301-475-4200 extension: *1909/*1936

Must press *before dialing the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:

amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.