JOB DESCRIPTION

INVESTIGATOR

Generally:

The Investigator for the Office of the Secretary of State, Securities Division is responsible for investigating suspected violations of the Indiana Securities and Loan Broker Acts. Investigators in conjunction with the assigned Attorney determine the theory of investigation, conduct interviews and gather documentation, prepare reports and testify at hearings or trials as necessary. Other duties as assigned.

Critical Functions:

1. Interview complainants, witnesses, alleged violators
2. Customer Service
3. Initiate subpoenas
4. Analyze documents and information to determine whether a violation has occurred
5. Officer of the day duties
6. Work with other government agencies as needed
7. Write comprehensive investigative reports
8. Other duties as assigned

Job requirements include a college degree. Preferences given to investigative experience, law enforcement experience, and Certified Fraud Examiner designation.