



## POSITION ANNOUNCEMENT

**Position:** Investigator

**Posting Number:** 1304

**Date Posted:** June 4, 2015

**Location:** Office of Inspector General

Legal Services Corporation

3333 K Street NW

Washington, D.C. 20007-3552

**Employment Status:** Regular/Full-Time/Non-Exempt

**Overview:** Established by Congress in 1974, the Legal Services Corporation (LSC) operates as an independent 501(c) (3) nonprofit and is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

This position will report directly to the Chief Investigator and under the general supervision of the Assistant Inspector General for Investigations, plans and conducts investigations and vulnerability reviews of potential violations of criminal laws and the Legal Services Corporation Act (LSC Act) and regulations. Must be able to travel approximately 20% of the time.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Conducts field investigations and vulnerability assessments of LSC grantees and sub-recipients to determine whether there are violations of the LSC Act, laws and regulations, appropriation riders, or special grant conditions.
2. Exercises independent professional judgment in identifying and assessing relevant information and evidence necessary to determine if there is a reasonable basis to believe violations exist; determining the scope of, and approach to, addressing and resolving such allegations; reaching conclusions; and, as appropriate, making recommendations.
3. Interprets and applies the Inspector General Act, the LSC Act, and other laws, rules, regulations, and related criteria in matters relating to grantee compliance when making determinations about grantee compliance, and consults with the Counsel to the Inspector General, as necessary.
4. Conducts interviews and examines records to develop evidence to prove or disprove an allegation, with ability to recognize, develop, and present evidence to reconstruct events, sequences, and time elements in a manner that meets stated requirements of various legal or administrative hearings or proceedings.
5. Subpoenas documents and witnesses, develops sources of information, and secures evidence, books and records to support investigative findings.
6. Writes detailed reports summarizing investigations.

7. Participates in proceedings as a result of investigative work, as necessary.
8. Assists in referrals of alleged violations to LSC Management.
9. Performs all investigative work to fully comply with the Council of Inspectors General on Integrity and Efficiency Quality Standards for Investigations, Attorney General Guidelines and LSC Office of Inspector General (OIG) policy.
10. Represents the OIG at meetings with LSC management officials, staff, and outside entities, and creates and presents necessary materials.
11. Performs other related duties as assigned.

**CORE COMPETENCIES:**

*General:*

Excellent written communication skills with demonstrated ability to produce professional, clear, well-written work products that require minimal editing; excellent oral communication and interpersonal skills with demonstrated ability to reach different audiences and manage conflicts. Experience analyzing complicated concepts and offering cogent conclusions. Unimpeachable integrity and adherence to the highest standards of ethics and professionalism. Ability to function in a discreet, diplomatic, and confidential manner. Must possess sound judgment and articulate well-informed and objective recommendations. Must be conscientious, disciplined, versatile, and highly motivated. High degree of flexibility, capacity for self-management, and attention to detail. Strong organizational skills, and ability to manage multiple priorities. Understanding of and commitment to organizational mission and goals. Ability to interpret laws, regulations, and policies. Ability to investigate, obtain facts, and analyze alleged violations of law and regulations. Proficient in the use of office software for word processing, spreadsheets, and databases.

*Technical/ Specialized:*

A bachelor's degree and a minimum of two (2) years of investigative experience, preferably in financial fraud, regulatory oversight, or in an Inspector General Office. Candidates must be able to conduct thorough compliance investigations. Must possess excellent research and analytical skills. Capacity to interpret the LSC Act, Appropriations Riders, LSC regulations, policies, and rules. Proficient in use of Microsoft Office Suite. Prefer candidates with a law degree or accounting degree and/or Certified Public Accountant certificate; experience as a financial fraud investigator; and/or analytical experience in overseeing a non-profit organization with a national perspective.

**SALARY AND BENEFITS:**

\$55,000 - \$70,000 (including Locality Pay)  
Excellent Benefits Package

**APPLICATION PROCEDURE:**

Submit a résumé and a cover letter explaining why you are a good fit for this position. Please also include in your cover letter the position number (1304), where you saw the position announcement, and your salary history to:

Legal Services Corporation  
Office of Human Resources  
3333 K Street, NW, 3rd Floor  
Washington, DC 20007-3552  
Fax: 202.337.6383  
E-mail: [jobs@lsc.gov](mailto:jobs@lsc.gov)

Note: Electronic applications are preferred. If applying by e-mail, please include the job title and posting number in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

Applications will be considered on a rolling basis and the posting will remain open until filled.

**DIVERSITY STATEMENT:**

LSC embraces diversity as a core value. We recognize that our success as a corporation depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone. LSC is an equal opportunity employer.