



STATE OF COLORADO  
invites applications for the position of:  
**Criminal Investigator II  
(Financial Fraud)**  
This position is open only to Colorado state residents.

**CLASS TITLE:** CRIMINAL INVESTIGATOR II

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1300 Broadway, Denver, CO 80203

**SALARY:** \$6,010.00 - \$7,475.00 Monthly

**OPENING DATE:** 02/26/19

**CLOSING DATE:** 03/18/19 05:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**

*This position is open only to Colorado state residents.*



Find a rewarding career making a difference:  
Join the Office of the Attorney General/Colorado Department of Law Team!

The Office of the Attorney General/Department of Law is the largest law firm in the State. The Attorney General is elected by popular vote of the statewide electorate and is the State's chief lawyer and law enforcement official.

Attorney General Phil Weiser oversees the Department and manages a wide range of responsibilities, including:

- Prosecuting and defending all civil and criminal actions in which the State has an interest
- Defending the laws and the Constitution of the State of Colorado
- Protecting consumers from scams and fraudulent activity
- Serving as legal advisor to officers of the State of Colorado
- Protecting and preserving Colorado's natural resources
- Advocating for policies that help law enforcement improve community safety

In addition to the challenging and impactful work being done at the Office of the Attorney General, there are many other benefits to joining the Attorney General's team:

- Distinctive career advancement opportunities throughout the State system
- Strong, secure, yet flexible retirement benefits including 401K and 457 plans
- Medical and dental health plans
- Paid life insurance
- Short and long-term disability coverage
- Paid vacation and sick leave earned each month
- 10 paid holidays per year

- Free access to a fitness center located in the Ralph L. Carr Colorado Judicial Center
- Excellent work-life programs, such as flexible work schedules, professional development opportunities, and an employee discount program

To learn more about our benefits visit: <https://www.colorado.gov/dhr/benefits>.

The Office of the Attorney General/Department of Law is an equal opportunity employer and understands that a diverse work force adds quality and perspective to the services we provide to the public. We encourage candidates with diverse qualities, backgrounds, and abilities to apply.

#### **DESCRIPTION OF JOB:**

The Financial Fraud Unit exists to investigate and prosecute allegations of securities fraud and insurance fraud throughout the State of Colorado.

This position exists to serve as a criminal investigator to evaluate and identify allegations that meet the statutory definition of securities fraud. This position will conduct criminal investigations that include independent verification of allegations through interviews and gathering evidence. This position also serves the State Grand Jury with its functions and responsibilities, provides a specialized level of expertise to other law enforcement and regulatory professionals, and provides instructional services, technical advice, and training to other governmental and/or professional audiences. This position serves as a liaison between and amongst federal, state and local law enforcement entities on any securities fraud matters that impact or effect the State of Colorado. This position also assists other parts of the Financial Fraud Unit and Criminal Justice Section as needed.

#### **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

**Minimum Qualifications:** Please document all relevant experience in detail on your application. Experience will not be inferred or assumed. Any part-time experience listed will be prorated.

- Bachelor's degree from an accredited institution in a field of study directly related to the work assignment; AND
- Two years of professional investigative experience as a sworn detective or criminal investigator at the felony level for a government law enforcement agency.

**Substitutions:** Investigative experience as a detective or criminal investigator at the felony level for a government law enforcement agency may substitute for the degree requirement on a year-for-year basis.

*Note: Candidates possessing a foreign degree must submit a translation (evaluation) of their degree from an accredited institution, such as The National Association of Credential Evaluations Services in order to be given credit for the degree.*

**Required Competencies:** The following knowledge, skills, and abilities are required for this position and will be considered during the selection process, including examination and/ or interview:

- Demonstrated organizational skills, including the ability to multi-task, prioritize tasks, and meet deadlines;
- Strong oral and written communication skills, including the ability to communicate concisely and effectively;
- Customer service and interpersonal skills, including the ability to work on a team;
- Strong critical thinking and analytical skills.

**Preferred Qualifications:** In addition to the minimum qualifications, the preferred applicant will also demonstrate and clearly describe the following skills and experience in their job application:

- Experience filing cases as a lead investigator in a complex investigation that resulted in a criminal filing;
- Demonstrated work experience managing or leading large-scale or complex investigations;
- Certified Fraud Examiner credentials from the Association of Certified Fraud Examiners;
- Investigative experience in complex investigations that could include, but is not limited to, violations of the Colorado Organized Crime Control Act (COCCA), identity theft, organized

- crime, theft/embezzlement, controlled substances or narcotic charges, fraud investigations, or forgery;
- Undergraduate or graduate school work in accounting, finance, or criminology (please include a copy of your transcript).

**Conditions of Employment:** Candidates must be Colorado P.O.S.T. certified at the time of application. In accordance with C.R.S. §24-31-303 (5)(a) and (b), applicants must be Colorado P.O.S.T. certified, including the requirement of completing a physical and psychological evaluation (if it has been more than three years since a physical and psychological evaluation has been conducted). Following a conditional job offer, but prior to appointment, a candidate not meeting the requirement of C.R.S. §24-31-303(5)(b) will be subject to a physical and psychological evaluation to determine fitness to serve as a peace officer. Must be proficient with a handgun. Must be available, sometimes on short notice, to travel within and outside the State of Colorado. Must be available to work nights and/or weekends when necessary to conduct fast-paced investigations, execute search warrants, or prepare for trial. Applicants must pass a thorough criminal and personal background check, including a review of the personnel file from prior employment.

**Important Information:**

**Required Application Materials:**

A completed State of Colorado Application: Applicants are responsible for ensuring that the application provided is fully completed and clearly describes their education, training and experience as it relates to this position. Only your State of Colorado job application will be reviewed during the initial screening to ensure you meet the minimum qualifications. If you attach a resume and cover letter, those materials will be reviewed in later stages of the selection process. Applications left blank or marked "See Resume" will not be considered.

Veteran's Preference: In order to be considered for veteran's preference you must attach a copy of your DD214 forms as well as any documentation required to prove disability or marital status.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications for this position. If your application does not demonstrate that you meet the minimum requirements, you will not proceed in the selection process for this position. You will be notified of the results of the application review. If your application is rejected and you have questions, you may contact Daisy Zepeda at 720-508-6510 or [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov). You must contact her office within two days of the date you receive the application rejection notice.

**Assessment Information:**

Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Upon meeting the minimum qualifications, the next phase of the process is typically a structured application/resume review by a panel of subject matter experts against the job duties and/or preferred qualifications in this job announcement to determine technical competence, depth and breadth of experience and potential job fit.

- Technical Competence – Technical experience as it relates to the duties outlined in this job announcement.
- Depth and Breadth of Experience – Experience that covers multiple areas outlined in this job announcement and demonstrates the level of responsibility assigned.
- Job Fit – Experience will be evaluated to determine how well experience aligns with and meets the business needs of this position. Current experience is preferred.

It is imperative that the "Work Experience" section of your application is complete and specifically addresses your qualifications, experience, work product, and accomplishments as they relate to the Description of the Job, Minimum Qualifications, and Preferred Qualifications as listed above. Resumes and "see resume" statements will not be accepted in lieu of the "Work Experience" section of the application. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the closing date may result in your application not being accepted and/or may affect your inclusion in the final pool of eligible applicants as the materials may be used to identify a top group for additional assessment or establish an eligible list for referral to the hiring manager for final consideration

**Appeal Rights:** If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. If you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or

knowledge of the action you are challenging. A standard appeal form is available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at [www.colorado.gov/spb](http://www.colorado.gov/spb).

If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor Denver, CO 80203, Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

**Transfer Applicants:** Eligible transfer candidates must submit a complete application following the directions in this job announcement. All qualified transfer eligible candidates who submitted an application by the posted deadline will be included along with all other qualified candidates in the comparative analysis process. If you do not want to compete in the assessment process, you may withdraw from consideration for this position.

*ADAAA Accommodations:* Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Daisy Zepeda at 720-508-6510 or [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov) at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Colorado Department of Law Attn: Daisy Zepeda 1300 Broadway Denver, CO 80203

**DEPARTMENT CONTACT INFORMATION:**

Daisy Zepeda: [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #LAA-00156-2/19  
CRIMINAL INVESTIGATOR II (FINANCIAL FRAUD)  
DZ

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Criminal Investigator II (Financial Fraud) Supplemental Questionnaire**

- \* 1. DOL 1: Please explain in detail how you meet the following minimum qualification: Two years of professional investigative experience as a sworn detective or criminal investigator at the felony level for a government law enforcement agency.
  
- \* 2. DOL 2: A condition of employment for this position is that candidates must be Colorado P.O.S.T. certified at the time of application. Please include your PID.
  
- \* 3. DOL 3: How many cases have you filed as a lead investigator that resulted in a criminal filing?

\* 4. DOL 4: Do you meet the following preferred qualification: investigative experience in complex white collar crimes that include, but are not limited to, violations of the Colorado Organized Crime Control Act (COCCA), identity theft, organized crime, theft/embezzlement, controlled substances or narcotic charges, fraud investigations Identity Theft, or forgery? If so, please provide a detailed explanation of how you meet the experience

\* Required Question