

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Investigator

Tennessee Department of State

Charitable Solicitations, Fantasy Sports and Gaming Division

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness and accountability in a customer-centered environment.

Supervisor: Director of Charitable Solicitations and Gaming Division

Summary: Under general supervision, investigate violations of the Charitable Solicitations Act, the Charitable Gaming Implementation Law and the Catastrophic Illness Fundraising Act.

Duties/Responsibilities

- Research case files and computer databases to gather case histories.
- Review court records, affidavits and previous related complaints.
- Interview witnesses, review financial records and preserve/record evidence.
- Give presentations about the division to community groups and organizations across the state.
- Conduct field work/monthly travel related to current investigations and registration matters.
- Document procedures and methods used during the investigative process to justify the legitimacy of the investigation and the admissibility of the gathered evidence.
- Submit written reports of findings to the Director detailing known or suspected areas or incidents of noncompliance. May appear as a witness in administrative hearings or court cases.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience:

- Graduation from an accredited four-year college or university with a bachelor's degree and two years of full-time experience in government, investigatory matters or other relevant experience

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OR four years of full-time employment in one or a combination of the following: governmental investigations, law enforcement, or investigating violations of compliance or regulatory matters.

Knowledge and Experience:

- Must have a valid driver's license
- Must be willing and able to travel independently throughout the state, including overnight travel.

Salary: \$45,000 - \$48,000 annually, plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to Division of Human Resources & Organizational Development, sos.hr@tn.gov by end of business on Thursday, December 28, 2017.