



# EXAMINATION OPEN TO THE PUBLIC FORENSIC FRAUD EXAMINER

**ANNUAL \$79,369 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$101,571 GROUP: AR 28 DATE: SEPTEMBER 6, 2013 NO: 130970OCJR**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Office of Attorney General and the Departments of Social Services and Transportation, this class is accountable for conducting the most complex and difficult forensic examinations of financial records in matters under investigation by the agency and law enforcement authorities.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY SEPTEMBER 6, 2013:

**GENERAL EXPERIENCE:** Seven years of experience in accounting, auditing or financial examinations.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in conducting forensic financial examinations. (Forensic financial examinations are detailed examinations and analyses of financial documents and records for use as evidence in a court of law.)

**SUBSTITUTIONS ALLOWED:** (1) College training in accounting may be substituted for General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting or certification as a Certified Public Accountant, Certified Internal Auditor or Certified Fraud Examiner may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Moto Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply professional accounting and auditing principles and practices; considerable knowledge of relevant industry accounting principles and practices; considerable knowledge of substance and application of relevant statutes and regulations; considerable knowledge of courtroom procedure; considerable knowledge of evidence; considerable knowledge of and ability to utilize EDP systems; considerable oral and written communication skills; interpersonal skills; considerable ability to analyze complex financial records, documents and reports for evidence of financial fraud; considerable ability to prepare comprehensive reports and exhibits.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Forensic Fraud Examiner, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Forensic Fraud Examiner cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience conducting forensic examinations of financial records. Describe your experience performing complex forensic analysis of financial records (e.g., audit reports, financial statements, budgets, proceeds of assets, etc.) related to complex fraud complaints and investigations, including but not limited to health care and contractual fraud investigations and litigation. Detail your role in the analysis of financial records and accounting methods and procedures for evidence of fraud, waste or abuse and indicate any recommendations made as a result of this analysis. List any databases utilized for financial records, reports and forensic analysis in investigations. **(2)** Oral and written communication experience. Detail your experience, which you feel demonstrates your oral and written communication and interpersonal skills. Describe your experience providing technical assistance and/or liaison/consultative service, to whom it was provided (e.g., agency staff, attorneys, other State agencies, outside officials, etc.), the purpose and the topic(s) involved. Include experiences you have had creating investigative plans, interviewing witnesses; participating in hearings, and settlement negotiations; and testifying in administrative and other legal proceedings regarding forensic fraud analysis and audit results. Describe your experience in the preparation of written materials, such as correspondence, subpoenas, reports, audits, exhibits, etc. Be specific as to the purpose of these written materials, for whom they were prepared and the intended outcome. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your supplemental application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by September 6, 2013.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials, keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by October 18, 2013.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>); 165 Capitol Avenue, Room 110, Hartford) and at the Offices of the Connecticut State Job Centers.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.