

**Position: Senior Investigator**

**Department: Auditing & Investigations**

**Job Description:** The duties of the Investigator include, but are not limited to the following:

- Conduct complex investigations regarding alleged violations of law, by compiling and analyzing relevant facts from various documents and data bases. Investigations may be in-office, electronic or in the field.
- Examine and analyze records, information; interviews and collect and preserve evidence.
- Investigate financial, operational and transactional records of brokerages to verify compliance with the Arizona real estate statutes and rules.
- Prepare detailed summary reports with appropriate documentation to support findings of fact and recommendations for corrective action, referral for disciplinary action through an administrative hearing, referral for criminal prosecution, and/or closure of the case file
- Assist walk-in constituents and respond to incoming e-mails and telephone calls
- Conduct interviews in person or by telephone.
- Interface with other governmental /investigative agencies and potentially testify at administrative hearings and/or in a court of law as a witness for the Department as needed.
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Three to five years of experience as an Investigator , preferably in a regulatory setting, preferred.
- Basic knowledge of Arizona Title 32 (Real Estate) Statutes; Arizona Title 13 (Criminal) Statutes; Real Estate Commissioner's Rules; other state and federal laws pertinent to real estate
- Ability to read, comprehend and analyze/ interpret complex documents
- Ability to evaluate real estate documents, contracts and other legal documents
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to organize, prioritize and perform multiple tasks to complete job functions
- Ability to work within deadlines
- Thorough knowledge and proven experience in interviewing and investigative techniques
- Knowledge of Arizona Real Estate practices and documents, as well as subdividing in Arizona
- Knowledge of computerized software products and applications, data source exploration, digital photography, etc.
- Knowledge of legal terminology and court proceedings
- Skill in using the internet as an investigative tool; Testifying in Administrative Hearings
- Skill in the use of Microsoft Word, Excel, Visio, etc., to prepare and produce qualitative reports
- Ability to exercise good judgment in safeguarding confidential and sensitive information
- Ability to exercise extreme diplomacy when dealing with people in sensitive situations
- Strong analytical skills
- Strong interpersonal/ relationship skills
- Current Arizona Driver's License
- Prior education or experience in real estate environment preferred.

**Salary: \$33,435.17**

Qualified applicants shall apply by sending completed State of Arizona Application, which can be accessed by [clicking here](#), and resume to [human.resources@azre.gov](mailto:human.resources@azre.gov). No phone calls, or office visits.

**This position is not covered by the State Personnel Merit Rules.**