



Position: Investigator	Starting Salary Range: \$48,000 – 50,000
Position ID #:	Location: Central Pennsylvania
Organization: Judicial Conduct Board	Category:
Posting Date: 08/11/2017	Closing Date: 08/25/2017

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

This position entails conducting investigations of alleged violations of the Code of Judicial Conduct and the Rules Governing Standards of Conduct of Magisterial District Judges, and to provide investigative reports of sufficient and substantive information for Board decisions.

Typical Duties:

- Interviewing of witnesses, locating witnesses, preparing detailed investigative reports, researching public records, gathering documentary evidence, and surveillance.
- Assisting staff attorneys and setting up and attending meetings and depositions, serving subpoenas, and preparing for and attending trials.
- Conducting Board investigations throughout Central Pennsylvania.

Minimum Qualifications:

- Four (4) year college degree and ten (10) or more years of investigative experience.
- An equivalent combination of education, training and/or experience may be considered.

Additional Requirements / Preferences:

- Satisfactory criminal background check required.
- High standards of personal and professional integrity are required.
- Must maintain strict confidentiality.
- Moderate statewide travel required.
- Strong communication and user documentation skills preferred.
- Experience with **Microsoft Office Suite** and **Adobe Acrobat** preferred.

How to Apply:

Candidates interested in applying for this position are requested to submit a letter of interest, resume, a sample report of investigation, and salary history to: Robert A. Graci, Esquire, Chief Counsel, Judicial Conduct Board, P.O. Box 62525, Harrisburg, Pennsylvania 17106-2525. **No telephone, fax, or email replies.**

Judicial Conduct Board Hiring Policy

The Judicial Conduct Board of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, ancestry, religious creed, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.