



*The*  
**DISCIPLINARY BOARD**  
*of the Supreme Court of Pennsylvania*

**Position: Auditor/Investigator**

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Starting Salary Range: \$45,784 - \$70,000

Location: Philadelphia, Pennsylvania

Posting Date: November 6, 2017

*Remarks: Disciplinary Board employees are not state employees and therefore not participants in the State Employees' Retirement System. Starting salary, within the above-established range, will depend upon the qualifications and employment history of the selected candidate.*

**Description:**

This position is full-performance investigative and financial audit work in fulfillment of the obligations of the Office of Disciplinary Counsel of the Disciplinary Board of the Supreme Court of Pennsylvania. General duties involve the investigation of issues raised through the formal complaint process, particularly the investigation and financial analysis of commingling and conversion cases.

**Typical Duties:**

The principal duty and responsibility of an Auditor/Investigator is to investigate and prepare for trial by Disciplinary Counsel commingling and conversion cases and to supervise and train other staff to do so where necessary.

Assist Disciplinary Counsel in obtaining and identifying necessary financial records to conduct financial transaction investigations.

Demonstrate a proficiency in computer analysis of financial transactions.

Inventory and analyze bank account and other records in financial transaction investigations. Financial transactions may include checking and brokerage accounts, statements pertaining to real estate and other settlements, tax returns, inheritance tax reporting, inventory, accounting for, and disbursement of estate assets.

Enter data into a computer program and demonstrate a proficiency in the production of spreadsheets for bank accounts and other financial records in financial transaction investigations by use of electronic computer.

Conduct an impartial and thorough investigation of issues and concerns raised by complainants. This includes not only performing the specific tasks assigned by Disciplinary Counsel, but also those tasks which appear necessary in order to pursue and complete the assigned investigation.

Contact third parties, including insurance companies, city, state, and U.S. government agencies and others to obtain information and, where necessary, conduct interviews.

Conduct personal and telephone inquiries of complainants; make inquiries and investigations in person and by other means; secure documentary evidence, including court and other public records and various business records, wherever located.

Record results of inquiries and interviews, prepare affidavits and records pertinent to the issues involved, and draft subpoenas for pertinent documents.

Locate attorneys, complainants, and witnesses as needed.

Request other districts to assist in investigations and assist them in conducting inquiries.

Make hand deliveries to courts, Board employees, attorneys, Hearing Committee Members, etc.

Obtain certified copies of documents.

Make criminal record checks and judgment and lien searches.

Conduct reinstatement investigations.

Make service of subpoenas, Petitions for Discipline and other documents as necessary.

Testify as necessary.

**Minimum Qualifications:**

- High School Diploma, or equivalent; AND
- Four years of experience performing investigative financial analysis.
- Bachelor's Degree in accounting, financial analysis, or criminal justice preferred.
- An equivalent combination of education, training, and/or experience may be considered.

**Additional Requirements:**

- The possession of a valid Pennsylvania Driver's License and the availability of a personal vehicle, properly insured.
- Proficiency with Microsoft Office applications.
- Excellent oral and written communication skills.
- Satisfactory background check.

**To Apply:**

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted) and a comprehensive writing sample, salary requirements, and a cover letter noting position title to:

Disciplinary Board – Human Resources  
PO Box 62625  
Harrisburg, Pennsylvania 17106-2625

(OR)

[DB.JobOpenings@pacourts.us](mailto:DB.JobOpenings@pacourts.us)

***Unified Judicial System Hiring Policy***

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, 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.