

Position: Investigative Analyst

Announcement: 13-56

Company: Tennessee Valley Authority, Office of the Inspector General

Opening Date: January 4, 2013

Closing Date: February 28, 2013

Department: Investigations

Work Location: Knoxville, Tennessee

Salary Range: \$38,000 to \$50,000

Number of Available Positions: One

The TVA Office of the Inspector General is a federally-mandated oversight organization charged with preventing and detecting fraud, waste, and abuse and fostering efficient and effective operations within the Tennessee Valley Authority. TVA is the largest government-owned electric utility in the United States, providing electricity to 9 million people in 7 states.

The Office of the Inspector General (OIG) of the Tennessee Valley Authority (TVA) is seeking an experienced Investigative Analyst who would provide analytical and investigative technical support for the investigation staff for the review of TVA projects and programs designed to prevent fraud, waste, abuse, and mismanagement in agency programs and operations.

Principal Accountabilities:

1. Performs research, assembles, compiles, and tabulates data, including retrieving computerized data from agency data systems and external systems that might be evidentiary in nature for use in investigations, reports, and other projects.
2. Assists with hearings, trial preparation, and other written and oral presentations by reviewing and organizing material for discovery, reviewing witness statements, and supporting in the preparation of visual aids, charts, graphs, timelines, and tables.
3. Enters investigative statistics and compiles reports as required for the semi-annual report to Congress or as otherwise requested. Identifies and resolves any statistical inconsistencies to ensure the system provides accurate information.
4. Tracks management referrals and notifies OIG management when responses are due.
5. Assists with maintaining, retrieving, and retention of Investigative Records to include copying, scanning, and filing. May be responsible for conducting indices checks of investigative files. Responsible for reviewing case files to ensure completeness of case tracking information. For complex investigations, may maintain investigative databases or servers that are separate from the Investigation filing system.
6. May serve as the Terminal Agency Coordinator (TAC) for the OIG; may serve as liaison between OIG and the Tennessee Bureau of Investigation (TBI), ensuring OIG's compliance with NCIC and state policies and regulations, use and dissemination of system information for law enforcement purposes. Conducts records checks of administrative & law enforcement systems. May serve as evidence custodian. Prepares subpoenas.
7. Performs other duties as assigned.

Desired Skills/Knowledge:

- Experience working with large databases.
- Experience with or ability to quickly learn new software.
- Excellent Microsoft Word, PowerPoint, and Excel skills.
- Good organizational skills.
- Experience in a law enforcement environment or legal environment preferred.

Minimum Requirements:

- A bachelor's degree from an accredited college or university or two years of investigative analyst experience.

How to Apply:

By February 25, 2013, submit electronically a cover letter and resume to: oiicareers@tvaioig.gov. Please include the announcement number in the subject line of your email and record the source where you found this announcement in the body of the email.

For more information about our office, please see our Web site at <http://oiig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.