

Apply By: Wednesday, February 1, 2017 11:59 pm EST

 **PRINT**

INVESTIGATOR

Organization:

Ministry of Finance

Division:

Compliance Branch, Tax Compliance and Benefits Division

City:

Oshawa

Job Term:

1 Permanent

Job Code:

20209 - Financial Officer 5 (B/U)

Salary:

\$1,346.62 - \$1,729.04 Per Week*

*Indicates the salary listed as per the OPSEU Collective Agreement.

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Posting Status:

Open

Job ID:

103212



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Come join an exciting team that is making a difference!

Are you interested in working in a fast paced environment where the variety of work is ever changing? Does flexible work arrangements with travel across the province of Ontario appeal to you? If so, bring your investigations expertise, strong interpersonal skills and honed analytical skills to the Compliance Branch in the Ministry of Finance where you will work with enforcement partners and stakeholders to carry out the duties of Investigator.

What can I expect to do in this role?

You will:

- carry out investigations, gather evidence and assist with prosecutions;
- interview complainants, informants, witnesses, suspects and their representatives;
- prepare and deliver presentations;
- prepare reports, working papers and court documents;
- identify trends and develop investigative strategies.

NOTE: This position requires extensive travel throughout the province.

How do I qualify?

Mandatory

- You must be proficient in English and also demonstrate advanced oral and written French Language skills.
- You have a valid Ontario Class G driver's licence.
- You are able to travel extensively throughout Ontario.
- You are able to work irregular hours.
- You are able to pass colour vision screening (being able to distinguish hues and colour markings).

Communication and Interpersonal Skills:

- You have oral communication and interpersonal skills to liaise with various parties and interview suspects/witnesses who may be unwilling or evasive.
- You have written communication skills to prepare complex reports, prosecution briefs and presentations.

Technical Skills and Knowledge:

- You have in-depth knowledge of investigative techniques, judicial process, rules of evidence, court procedures and surveillance techniques.
- You have thorough knowledge of the management, evaluation and analysis of intelligence data and processes.

Analytical and Computer Skills:

- You have analytical, judgment, problem solving and organizational skills.
- You can effectively interpret and apply legislation administered by the division (e.g. Land Transfer Tax Act, Tobacco Tax Act, Fuel Tax Act, Gasoline Tax Act) and related regulations, guidelines.
- You have working knowledge of related legislation, regulations and statutes (i.e. Provincial Offences Act, Ontario and Canada Evidence Act, Charter of Rights and Freedoms).
- You have advanced computer skills and can use software, mainframe systems, and databases to conduct research, record and access information.
- You have knowledge of computer crime investigative techniques.

Additional Information:

Address:

- 1 Bilingual Permanent, 33 King St W, Oshawa, Central Region, Enhanced - Special Constable Screening Requirement

Compensation Group:

Ontario Public Service Employees Union
Understanding the job ad - definitions

Schedule:

6

Category:

Inspections and Investigations

Posted on:

Wednesday, January 18, 2017

Note:

- This ad is also available in French.
- In accordance with the Ontario Public Service Employment Screening Checks Policy, the top candidate(s) may be required to undergo a security screening check. Please refer to the Additional Information / Address section above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), HR Service Delivery Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional screening checks as indicated in the Additional Information / Address section above that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must also be obtained in person at your local police service.)

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be

reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

□ C-FN-103212/17

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number (103212) in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Wednesday, February 1, 2017 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario Human Rights Code](#).