

# **FINANCIAL INVESTIGATOR, ASSISTANT**

## **JOB PURPOSE AND SUMMARY**

The Assistant Financial Investigator is assigned to the Drug-Task Force Division of the Sheriff's Office, and is expected to apply specialized knowledge and skills to assist the Financial Investigator in tracing information and people, conducting interviews, identifying evidence, serving subpoenas and determining information needed. This position works independently, makes decisions about work priorities and case status, and receives limited oral and written directions.

The Assistant Financial Investigator has contact with law enforcement and non-law enforcement agencies, as well as a wide range of individuals in business and government to obtain required information for case preparation. Personal contact is also initiated with witnesses, complainants, victims, suspects and informants in the course of investigation. Contact of this type may involve hostile, unpredictable individuals.

## **CLASSIFICATION DISTINCTIONS**

The Assistant Financial Investigator independently determines when, where, and how to collect data and proceed with investigations that involve asset seizure, money laundering, organized crime and other criminal violations. The Assistant takes guidance and direction from the Financial Investigator. The Assistant is differentiated from the Financial Investigator by the level of departmental expertise and handling of the more complex matters.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Operate and testify within the state and federal judicial systems.
- Assists in developing financial profiles of individual third-party sources; tracing the proceeds of third-party sources.
- Trace the proceeds of illegal activity to specific purchases or other dispositions.
- Provide potential leads from all types of accounting and any related transactions.
- Prepare admissible and properly documented legal exhibits to allow non-financial experts to understand intricate illegal financial transactions.
- Assist with collecting and interpreting data relative to individuals and/or businesses under investigation.
- Write reports of findings, attempts to serve legal documents, and related matters for files and inclusion in case development and management.
- Present facts in writing, to be used in grand juries, courts and other adjudicative bodies.
- May testify in court regarding investigative results.
- Participate in searches to gather evidence of suspected criminal financial activity.
- May participate in IAD/NS staff meetings to exchange information.
- Performs related duties as assigned.

**QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: minimum of four (4) years experience within the support environment in a law enforcement agency

- OR -

Successful completion of Bachelor Arts, Bachelor of Science or Bachelor of Education degree, and/or other related fields, and two (2) years of experience within the support environment in law enforcement.

- OR -

- Any combination of training and experience that would provide the required knowledge and abilities to perform the functions of the job

- AND -

- High School Diploma or GED certification.
- United States' Citizenship at the time of appointment
- Possession of, or ability to obtain, a valid driver's license
- Ability to pass a comprehensive background investigation including the following:

Military Check	Employment Check
Neighborhood Check	Credit Check
Truth Detector Exam	Driving History

**Knowledge of:** modern police practices and methods of enforcing laws of arrest, search and seizure, and evidence; legal terminology used in criminal and civil actions; crime scene investigation and the identification/preservation of evidence; modern and complex principles and practices of accounting; computerized accounting systems relating to financial report and control; principles of operational and financial auditing and analysis; pertinent Federal, State, and local laws, codes and regulations; principles and practices of financial analysis, research and report preparation; various criminal justice topics.

**Ability to:** interview witnesses, suspects, complainants, and informants to obtain relevant information; establish and maintain effective working relationships; write reports in a clear, concise manner; explain complex legal proceedings to individuals; communicate with a wide range of individuals with varied backgrounds; plan, prepare, and present training programs; collect and interpret data relative to individuals and/or businesses under investigation; trace transactions through a wide variety of electronically produced reports; attend continuing professional education courses required to maintain applicable professional certification and training sessions or self-study activities to develop and maintain an up-to-date knowledge of the criminal justice field.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work is performed in a variety of settings, including the office environment, patrol car and both indoor and outdoor commercial and residential settings. The majority of time is spent in an office setting. At times, work settings require exposure to varying and extreme weather conditions. At times, during the course of investigations, incumbent may be exposed to risks of physical hazard via various sources including violent people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, drugs and drug paraphernalia and crime scenes in general. Incumbents are expected to manage face-to-face

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interactions and confrontations with angry, hostile, depressed and/or other wise emotionally distraught members of the public. As a result of such threat, the work requires quick, independent action and alertness in potential emergency and possibly life threatening situations.

Essential tasks of this position include: operating motor vehicles; using car radios or cellular phones; conducting investigations and/or interrogations; consistency and accuracy; confiscating and documenting property and evidence; using personal computers to write reports and document on going investigations; climbing stairs, walls and along ledges, hillsides or embankments; moving heavy objects via pushing, pulling, etc; crawling through small spaces; kneeling or crouching in small, confined areas and sitting for extended periods of time during surveillance.

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