

FINANCIAL INVESTIGATOR

The Financial Investigator is assigned to the Drug-Task Force and is expected to facilitate the work of the Task-Force and the Prosecuting Attorney's Office by applying specialized knowledge and skills to trace information and people, conduct interviews, identify evidence, serve subpoenas and determine information needed. The Investigator works independently, makes decisions about work priorities and case status, and receives limited oral and written directions.

The Financial Investigator has extensive 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.

This position is responsible for preparing net worth computations in order to estimate an individual's income and disprove claims of legitimate acquisition of assets and other financial holdings. The incumbent is responsible for conducting audits and evaluating the integrity of automated and manual revenue systems influenced by information received from banks and state agencies.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Operate and testify within the state and federal judicial systems.
- Develop a full financial profile of an individual from third-party sources; trace 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.
- Collect and interpret 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, both orally and in writing, to be used in grand juries, courts and other adjudicative bodies.
- Testify in Court regarding investigative results.
- Participate in searches to gather evidence of suspected criminal financial activity.
- Plan, prepare, and present training programs involving oral, written and graphic material to explain any complex financial and accounting data to non-financial experts and those with limited or no financial backgrounds.

- Engage in speaking and instruction to law enforcement groups, agencies, public bodies and the community on criminal justice topics.
- Participates in IAD/NS staff meetings to exchange information.
- Performs related duties as assigned.

QUALIFICATIONS

- Associate Degree from accredited college or university in Police Science, criminology or related field
- Specialized training in computer forensics, financial investigations, and analytical investigative methods
- Bachelor’s Degree in Accounting, Finance or closely related field is desirable

OR

- Any combination of training and experience that would provide the required knowledge and abilities to perform the functions of the job
- Possession of, or ability to obtain, a valid driver’s license
- Ability to pass a comprehensive background investigation including the following:

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| Military Check | Employment Check |
| Neighborhood Check | Credit Check |
| Polygraph Examination | Psychological Profile |
| 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; develop sources within the banking institutions and real estate communities; collect and interpret data relative to individuals and/or businesses under investigation; develop sources within the banking institutions and real estate communities; intercept complex computerized accounting systems and 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.