

DEPARTMENT OF JUSTICE  
BUREAU OF INVESTIGATION  
White-Collar Investigation Team

**JOB TITLE:** Crime Analyst II

**STATEMENT OF DUTIES:** The Crime Analyst II, is responsible for a wide variety of consultative assignments, which include program evaluation, policy analysis, planning, and training. The CA II is expected to consistently exercise the highest degree of analytical skills, initiative, independence, and originality in performing his/her duties. Good judgment and excellent communication skills are essential on a daily basis.

**SUPERVISION RECEIVED:** Reports directly to the Special Agent Supervisor

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Sedentary; computer is utilized on a daily basis to perform and/or complete tasks such as a variety of correspondence, reports, initiating and/or responding to e-mail, conducting research (i.e. Open source information via the internet), creating spreadsheets; may be required to perform in a lead capacity to represent the White-Collar Investigation Team in operational and administrative presentations to various governmental law enforcement agencies.

**TYPICAL WORKING CONDITIONS:** Non-smoking enclosed environment, occasionally required to travel, operate a state vehicle, and work extended hours.

### **EXAMPLES OF DUTIES**

#### **ESSENTIAL FUNCTIONS**

- 50% Provide consultation and recommendations to the law enforcement personnel involving white-collar matters; evaluate and analyze white-collar investigations; assist in the development of a statewide investigative system model, for link analysis; correlate and link white-collar offenders to victims and on-going investigations; develop and edit instructional materials to clarify procedures related to white-collar investigations; lead work groups or teams to accomplish work assignment objectives and goals related to the preparation of complex conspiracy investigations; write technical reports documenting project and program assignment and activities such as program evaluation results, and research findings regarding white collar investigations.
- 20% Evaluation of criminal record data requested by law enforcement; develop, utilize, and maintain spreadsheet programs to monitor and report white-collar crime investigations; maintain grant requirements and research other grant options.
- 20% Respond to Assistant United States Attorneys, District Attorneys, Deputy Attorney Generals, and City Attorneys requests for assistance related to white-collar investigations and assist with court preparation.

- 10% Work independently and as a team leader to analyze problems, prepare alternative solutions, and make recommendations on issues such as memorandums of understanding with state, federal and local agencies, administrative reporting of short term grant projects; prepare reports, correspondence, studies and assignments as directed by management; develop/prepare administrative procedures/policy as directed by the BI SAC and/or the designee; provide support to the program on day-to-day operations and responsibilities for administrative and program projects.

*I have read and understand the essential functions and typical demands required of the job as stated above, and I am able to perform the essential functions with or without reasonable accommodation.*

\_\_\_\_\_  
Employee's Signature      Date

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Supervisor's Signature      Date