

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CHARITABLE TRUSTS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor IV – Supervisor

STATEMENT OF DUTIES: The Investigative Auditor (IA) IV (Supervisor) supervises Investigative Auditors who conduct investigations of charities, charitable trusts, professional fundraisers, and review asset sales, mergers, conversions, and other transactions that are subject to the supervision of the Attorney General pursuant to the Supervision of Trustees and Fundraisers for Charitable Purposes Act. The IA IV (Supervisor) also investigates allegations of misuse or diversion of charitable assets and recommends corrective action to enforce compliance with law and may be called to serve as an expert witness in court trials. May be required to serve warrants in accordance with peace officer powers granted under Penal Code section 830.13

The IA IV (Supervisor) is a resource for the attorneys and the Registry of Charities and Fundraisers for accounting, reporting and related issues and helps analyze complaints, referrals and filings to assess whether further investigation is appropriate. The IA IV (Supervisor) prepares detailed audit reports and makes the appropriate recommendations related to civil and criminal investigations. Successful completion of Penal Code 832 Arrest, Search and Seizure training is required.

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General and the Deputy Attorney General Supervisors for the Charitable Trusts Section.

SUPERVISION EXERCISED: Supervises Investigative Auditors within the Charitable Trusts Section.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. May be required to lift up to 25 pounds in weight. May be required to travel to conduct interviews, participate in investigative operations or field audits, and attend meetings

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Supervises the work of the investigative auditor staff and evaluates their performance; makes recommendations regarding performance to the Senior Assistant Attorney General in charge of the Charitable Trusts Section and to the Deputy Attorney General Supervisors; plans and assists in the training of the investigative audit staff in audit/investigation techniques; delegates audit/investigative assignments to investigative audit staff; and devises procedures and program activities.

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- 30% Independently conducts a limited number of the most complex audit/investigative assignments and most difficult and controversial field investigations requiring the highest level of technical expertise; detects irregularities and illegal activities, identifies, examines and verifies various types of complex fiscal documents, including corporate financial documents and records, income tax returns, personal documents and records, investment portfolios, government financial reports, records and correspondence; acts as expert witness in court trials and legislative proceedings.
- 10% Assists members of investigative audit staff with difficult and complex problems; assists Registry of Charities and Fundraisers with accounting/reporting issues in documents received and transactions requiring notice to the Registry and/or the Attorney General.
- 10% Receives and evaluates requests from legal staff for audit/investigative services; advises legal staff in areas involving accounting and auditing theory and techniques.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date