

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER PROTECTION SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Special Investigator

STATEMENT OF DUTIES: Under the general direction of the Senior Assistant Attorney General or a Supervising Deputy Attorney General, the Special Investigator conducts criminal and civil investigations independently and as part of an interdisciplinary team to detect or verify suspected violations of consumer protection and privacy laws; obtains and verifies evidence to support civil and criminal enforcement; interviews witnesses and victims; reviews and analyzes documents; conducts and completes investigations; maintains accurate case files; provides technical assistance and training to others; assists with drafting search warrants; coordinates with and secures the assistance of sister regulatory and enforcement agencies; prepares clear, concise, and accurate documents and reports detailing investigation activities and findings; and performs other related duties. Successful completion of PC 832 Arrest, Search and Seizure training is required, which may be performed after hire.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General or a Deputy Attorney General Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal while performing research and other duties, up to eight hours per day. Ability to lift up to 25 lbs. may also be required. May be required to travel as necessary.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or workspace in a high-rise building and a smoke-free environment. Fieldwork to interview witnesses, obtain evidence, and other related activities as required.

ESSENTIAL FUNCTIONS:

- 60% Identify, locate, contact and interview victims, witnesses, and targets; identify, locate and gather records and evidence to further civil and criminal investigations; draft, acquire and assist with search warrants, subpoenas, interrogatories, and other investigative demands and discovery; organize, review and analyze evidence, including voluminous consumer, banking, business, digital and paper records; conduct preliminary, pre-investigative screening and assessment of leads, referrals, and complaints; plan, develop, coordinate, and conduct criminal investigations in consultation with Deputy Attorneys General and other law enforcement personnel; identify and pursue investigative leads; communicate and coordinate with government agencies.
- 15% Prepare written witness interview reports, investigation reports, and memoranda.

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| 15% | Prepare to testify and testify in criminal and civil proceedings and investigations; locate and subpoena witnesses; assist in the preparation of witnesses to testify; assist in the preparation and presentation of cases in judicial proceedings. |
| 10% | Participate in training; provide training, expertise and advice to DOJ and sister agency personnel, other duties as assigned. |

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