

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor III

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs the more complex, sensitive, and controversial forensic audits and analysis in criminal investigations and prosecutions. Exercises duties pursuant to Penal Code section 830.13.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General, and under the direct supervision of an Investigative Auditor IV Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours per day. Ability to lift up to twenty-five pounds may be required. Travel is required throughout state and occasionally to other states.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, interior workspace in a smoke-free environment. Field work in residential and commercial settings and at various courts and government offices.

ESSENTIAL FUNCTIONS:

- 35% Gather and organize business and financial records for the more complex, sensitive, and controversial investigations and prosecutions; draft or assist in preparation of search warrants, subpoenas, and court orders; assist in execution of search warrants; inventory, organize, and review evidence; prepare search warrant returns; interview witnesses and prepare reports.
- 35% Work independently, or as part of a team under the direction of an attorney, performing the more complex, sensitive, and controversial audits using advanced data processing and analytical skills; input financial data; review and analyze large amounts of business and financial records and data; integrate data for final analysis; conceptualize complex criminal schemes; prepare comprehensive and accurate spreadsheets, summaries, and reports.
- 15% Prepare for and testify effectively in state, federal, and grand jury proceedings, including drafting and explaining exhibits using current technology.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor III

POSITION NUMBER:

CITY:

- 10% Review and evaluate new complaints, referrals, and evidence of criminal conduct; research and obtain background information; report findings and recommendations.
- 5% Devise procedures and program activities to advance the mission of the section and Department of Justice. Assist and effectively communicate with all levels of department staff, outside government agencies, and the public. Provide training and outreach.

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.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor II

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs the progressively more difficult and complex, sensitive, and controversial forensic audits and analysis in criminal investigations and prosecutions.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General, and under the direct supervision of an Investigative Auditor IV Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal for up to eight hours a day in order to prepare assignments.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, interior workspace in a smoke-free environment. Field work in residential and commercial settings and at various courts and government offices.

ESSENTIAL FUNCTIONS:

- 35% Gather and organize business and financial records for the progressively more difficult, complex, sensitive, and controversial investigations and prosecutions; draft or assist in preparation of search warrants, subpoenas, and court orders; assist in execution of search warrants; inventory, organize, and review evidence; prepare search warrant returns; interview witnesses and prepare reports.
- 35% Work independently, or as part of a team under the direction of an attorney, performing the progressively more difficult, complex, sensitive, and controversial audits using advanced data processing and analytical skills; input financial data; review and analyze large amounts of business and financial records and data; integrate data for final analysis; conceptualize complex criminal schemes; prepare comprehensive and accurate spreadsheets, summaries, and reports.
- 15% Prepare for and testify effectively in state, federal, and grand jury proceedings including drafting and explaining exhibits using current technology.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor II

POSITION NUMBER:

CITY:

- 10% Review and evaluate new complaints, referrals, and evidence of criminal conduct; research and obtain background information; report findings and recommendations.
- 5% Assist in developing procedures and program activities to advance the mission of the section and Department of Justice. Assist and effectively communicate with all levels of department staff, outside government agencies, and the public.

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.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor IV (Specialist)

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs the most complex, sensitive, and controversial forensic audits and analysis in criminal investigations and prosecutions. Exercises duties pursuant to Penal Code section 830.13.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General, and under the direct supervision of an Investigative Auditor IV Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours per day. Ability to lift up to twenty-five pounds may be required. Travel is required throughout state and occasionally to other states.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, interior workspace in a smoke-free environment. Field work in residential and commercial settings and at various courts and government offices.

ESSENTIAL FUNCTIONS:

- 35% Gather and organize business and financial records for the most complex, sensitive, and controversial investigations and prosecutions; draft or assist in preparation of search warrants, subpoenas, and court orders; assist in execution of search warrants; inventory, organize, and review evidence; prepare search warrant returns; interview witnesses and prepare reports.
- 35% Work independently, or as part of a team under the direction of an attorney, performing the most complex, sensitive, and controversial audits using advanced data processing and analytical skills; input financial data; review and analyze large amounts of business and financial records and data; integrate data for final analysis; conceptualize complex criminal schemes; prepare comprehensive and accurate spreadsheets, summaries, and reports.
- 15% Prepare for and testify effectively in state, federal, and grand jury proceedings, including drafting and explaining exhibits using current technology.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor IV (Specialist)

POSITION NUMBER:

CITY:

- 10% Review and evaluate new complaints, referrals, and evidence of criminal conduct; research and obtain background information; report findings and recommendations.
- 5% Devise procedures and program activities to advance the mission of the section and Department of Justice. Assist and effectively communicate with all levels of department staff, outside government agencies, and the public. Provide training and outreach.

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.

Employee's Signature

Date

Supervisor's Signature

Date