

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
INVESTIGATIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Special Investigator

WORKING TITLE: Special Investigator

STATEMENT OF DUTIES: Under the supervision of the Special Agent Supervisor, the Special Investigator (SI) evaluates and investigates criminal allegations and conduct within the mission of the Division of Medi-Cal Fraud and Elder Abuse, including complex and inter-jurisdictional schemes, and assists in the prosecution of such matters. Incumbents may work independently or with a group of investigators (sworn or non-sworn), in executing a lawful and thorough investigation of alleged violations and pursue cases for prosecution where applicable. The SI is flexible in conforming to duties and to the needs of assigned cases and projects; independently performs assigned tasks skillfully, professionally, courteously, and efficiently; exercises independence, initiative, and excellent judgment. Specific duties include, but are not limited to, the following:

SUPERVISION RECEIVED: Under the supervision of the Special Agent Supervisor (SAS). However, assignments and direction may often come from a designated lead or higher-level management.

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 ten hours a day. The incumbent is required to work indoors and outdoors, depending on the situation he/she is involved in, at any given time. Occasional to frequent sitting, standing, walking, driving, and carrying up to 25 lbs. may be required. Will be required to drive and travel as necessary.

TYPICAL WORKING CONDITIONS: Professional smoke free office environment with occasional unspecified field work at businesses, medical facilities and storage locations. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

ESSENTIAL FUNCTIONS:

- 35% Identify, locate and gather records and evidence to further criminal investigations; assist with search warrants and other official legal papers; organize, review, and analyze evidence, including voluminous banking, business, digital, medical, and paper records; utilize various databases (e.g. DMV, CLETS, Lexis-Nexis) to gather evidence and information related to investigations; collect and secure evidence to preserve the chain of custody; when necessary, maintain evidence room and complete evidence room audits and destructions.
- 30% Conduct preliminary, pre-investigative screening and assessment of referrals and complaints; plan, develop, and coordinate criminal investigations in consultation with Special Agents, Special Agent Supervisors, and Deputy Attorneys General; identify, locate, contact and interview victims, witnesses, and suspects; identify and pursue investigative leads; communicate and coordinate with government and law enforcement agencies; travel to various locations throughout the state to participate in search warrants or mission essential investigations.
- 15% Prepare concise, detailed reports of the events of the investigation, which include documented evidence, statements from witnesses and a general synopsis to ensure the findings are fully supported by the facts and other evidence.

