

DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
White-Collar Investigation Team
420-594-5157-002
Vacant

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under direct supervision, the Analyst (AN) I studies and applies the principles and techniques of investigating white-collar investigations. The AN I performs a wide variety of analytical assignments focused on the principles and techniques of investigating white-collar investigations, record keeping and statistical reporting for the White-Collar Investigation Team.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor (SAS).

SUPERVISION EXERCISED: N/A

TYPICAL PHYSICAL DEMANDS: May have to bend or stoop, lift up to 20 pounds, or sit at a computer for extended periods of time.

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

ESSENTIAL FUNCTIONS:

- 40% Participates in analytical studies of organization, procedures, budgetary requirements, and personnel management regarding White-Collar Investigation cases; maintains records and reports regarding White-Collar budgetary issues; oversees, maintains, and reports annually on White-Collar Investigation equipment inventory assigned to the team; creates, compiles, disseminates, and presents statistical reports, and makes recommendations on procedures, policies, and program alternatives to DOJ management on a monthly basis, and to White-Collar on a quarterly basis; analyzes and reports on pending legislation to identify areas of fiscal impact and provide cost analysis, recommendations, and/or alternative solutions as needed; and maintains a high level of confidentiality related to law enforcement investigations.
- 35% Facilitates meetings and presents case reports, assists in preparing and presenting significant case reports for release to media representatives, investigative accomplishments, and statistical analyses to DOJ management and White-Collar Investigation Team; accesses and completes data entry, investigative reports, and case disposition information into the Case Information Management System (CIMS) database. Execute additional administrative tasks, functions and assignments assigned by the White-Collar SAS and/or Sacramento Regional Office Special Agent in Charge.
- 15% Assists Special Agents in preparing criminal cases for court filing; assists with processing evidence items for proper storage and dissemination per discovery requests by prosecuting and defense attorneys; prepares miscellaneous correspondence; assists with other analytical projects as workload permits.

10% Ensures office security is maintained and proper security procedures are followed; prepares, presents, and coordinates out-of-state travel documents for white-collar crime team members.

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