

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Investigative Auditor IV (Supervisor)

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Supervise investigative auditors responsible for performing forensic audits in criminal investigations and prosecutions; perform the most complex, sensitive, and controversial audits.

SUPERVISION RECEIVED: Under the supervision of the Senior Assistant Attorney General, or as delegated to a Supervising Deputy Attorney General.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of Investigative Auditors.

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: Enclosed windowed office or interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking. Superior courts and federal courts throughout the state.

ESSENTIAL FUNCTIONS:

30% Provide direct supervision to a team of investigative auditors; assign matters; guide, monitor, and adjust workloads; evaluate performance; coordinate assignments with section supervisors and legal staff; implement and improve policies and procedures; coordinate assignments and workloads with task force supervisors.

20% Gather and organize business, financial and technical data for the most complex, sensitive, and controversial investigations and prosecutions; draft or assist in preparation of search warrants, subpoenas, and court orders; assist in drafting and executing search warrants; inventory, organize, and review evidence; prepare search warrant returns; interview witnesses and prepare reports.

20% Work independently, or as part of a team under the direction of an attorney, to perform 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.

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- 15% Prepare for and testify effectively in state and grand jury proceedings, including drafting and explaining exhibits using current technology.

- 10% Review, evaluate, and assign 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. Communicate effectively 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