Job Description

Classification: Special Investigator (Non-Peace Officer)

Working Title: Special Investigator

Position Number: 358-433-8612-XXX

Division/Unit: Security & Law Enforcement Division (SLED) / Theft Unit

Assigned Headquarters: Sacramento, Ca.

Position Eligible for Telework: Yes

Job Description Summary

Under the general supervision of the Supervising Lottery Agent (Lieutenant, Theft Unit), incumbent conducts criminal investigations and enforcement activities without exercising peace officer powers. Incumbent is responsible for both general and specific investigations related to crimes against the Lottery and Lottery retailers to assure the integrity, honesty, fairness and security in the operation and administration of the California State Lottery (Lottery). Incumbent must communicate effectively orally and in writing; read and interpret various laws, rules, and regulations.

Job Description

Essential Functions:

45% - Conducts a comprehensive review of all criminal cases received and generated by Security & Law Enforcement Division (SLED) Theft Unit analysts. Verifies elements of the reported crime(s). Conducts follow-up interviews with reporting parties, victims, and witnesses for accuracy of initial statements. Evaluates each case for patterns of serial thefts perpetrated by an individual or an Organized Retail Crime group (ORC). Coordinates with and assists Sworn Field Investigators with the collection and storage of video evidence in support of criminal investigations.

45% - Conducts and manages complex criminal investigations statewide, involving serial thefts of Lottery products perpetrated by an individual or an Organized Retail Crime group (ORC). Coordinates with SLED's Crime Analyst to develop investigative leads and the identification of person(s) of interest using analytical resources, internal Lottery databases, and external Law Enforcement databases. Investigates criminal cases involving retailer employee embezzlement. Collaborates with Federal, State, and local allied law enforcement agencies in the pursuit of criminal filings.

Marginal Functions:

10% - Performs special assignments as directed by the Theft Unit Lieutenant, Northern, Southern, & Headquarters Region Captains, Field Chief, Assistant Deputy Director, or Deputy Director of SLED.

Scope and Impact

a. **Consequence of Error:** Failure to evaluate, identify, and investigate serial crimes trends perpetrated by individual(s) or Organized Retail Crime (ORC) group members in a timely manner. The inability to capture store video / digital time-sensitive evidence in support of criminal investigations. The inability to conduct labor-intensive complex investigations involving copious amounts of research and / or multiple perpetrators.
b. **Administrative Responsibility:** None.
c. **Supervision Exercised and Received:** The Special Investigator is under the direct supervision of the Theft Unit Lieutenant. No supervision exercised.
d. **Personal Contacts:** The Special Investigator engages daily with crime victims, witnesses, reporting parties, Lottery stakeholders, and allied Law Enforcement agencies.

Physical and Environmental Demands

Physical demands are minimal. The incumbent must demonstrate the ability to work independently both indoors and outdoors, with flexibility and tact. Job duties may require occasional field work. The incumbent must possess a valid California Driver License.

Working Conditions and Requirements

a. Schedule: (5) eight-hour shifts / week, times are flexible.
b. Travel: Occasional travel may be required
c. Other: The incumbent must be willing to work irregular hours, work overtime, and the ability to adjust their shift / weekend based on operational needs.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	**Printed Name**	**Date**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	Printed Name	Date