

POLICE ECONOMIC CRIME INVESTIGATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Economic Crime Investigator performs professional, complex financial auditing on records of private businesses, organizations, and public and/or governmental agencies which relate to criminal investigations conducted by the Police Department. An employee in this class determines audit objectives and prepares highly complex audit programs using appropriate audit techniques to achieve the objectives of the audit. Duties include: examining financial records, operational goals, objectives, and procedures to determine the propriety of financial transactions and compliance with applicable laws and regulations; reviewing, analyzing, and recommending improvements to department-wide cash flow operations; and supervising and auditing the financial undercover operations for the Special Investigations Division. Duties may involve public contact which requires a high degree of tact, diplomacy, and courtesy. This class is responsible for performing related duties as required.

Distinguishing Features: Police Economic Crime Investigator is a civilian classification. Work is performed under general supervision in accordance with departmental policies, and investigative procedures with considerable latitude for independent judgment. Supervision is received from a Police Lieutenant assigned to the Special Investigations Division who reviews work through conferences and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Minimum Qualifications(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with major coursework in accounting or auditing. Considerable (3 - 5 years) experience in accounting and auditing work, preferably in a criminal justice investigative setting.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological test battery.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification(s). None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and management. Explains complex accounting terminology in simple terms. Instructs and/or trains employees unfamiliar with the cash controls and cash reporting requirements of the Criminal Investigations Division in a classroom setting. Trains employees that perform the daily entries/accounting requirements for federal

and state grants. Testifies before a Grand Jury. Prepares written documents including monthly financial reports and graphs which clearly and accurately reflect the financial operation of undercover operations and state and federal grants. Prepares written reports such as a net worth analysis for the County Attorney.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures including internal cash controls and other granting agency requirements. Operates a motor vehicle requiring a standard Arizona Driver's License to meet with victims of various white-collar crimes. Operates various standard office equipment such as a typewriter, personal computer, facsimile machine, and paper shredder. Enters data into a personal computer in order to produce financial reports and graphs. Prepares and updates various schedules, graphs, and internal cash controls.

Mental: Evaluates the work product of personnel within the context of financial operations to ensure compliance with state or federal accounting requirements. Prioritizes own work assignments. Researches and develops departmental or divisional policies related to financial controls of several cash operations within the department. Researches and analyzes financial transactions as they relate to criminal investigations. Conducts highly complex, fiscal compliance audits of private businesses that include operations, procedures, and finances. Plans, designs and performs audits for various department divisions as requested by Division Commanders. Performs mathematical and statistical calculations while analyzing financial transactions. Comprehends and makes inferences from reading financial statements, articles of incorporation, tax returns, state business laws, federal Internal Revenue Service laws, fraud laws, and a variety of bookkeeping procedures. Learns job-related material through on-the-job training.

Knowledge and Abilities:

Knowledge of:

generally accepted accounting and auditing principles and procedures;
tax records, laws, and regulations pertaining to corporate accounting procedures;
common business practices related to the keeping of accounts; and
the flow of funds and link analysis.

Ability to:

design, monitor, and update internal cash controls as needed;
perform asset searches through the public records system;
determine audit objectives and design audit programs to satisfy those objectives;
advise sworn personnel regarding economic crime investigations and assist officers with search warrants;
plan, organize, and conduct audits requiring the coordination of multiple sources;
make decisions based on facts and information available in relationship to applicable statutes;
exercise initiative and independent judgment;
establish and maintain effective working relationships with managers, City staff, coworkers, sworn personnel, and the general public; and
deal effectively with controversial public relations problems.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Safety and Security 8/10

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PAY GRADE: 55

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-7720

JOB FCTN-ADM

SWORN-No

INCREMENTS 46-200