

**Police Investigative Accountant**

FLSA Status: Exempt  
Bargaining Unit: District Council of Trade Unions (DCTU)

**General Summary**

Positions in this broad class plan organize and conduct financial investigations involving organized criminal activity and related forfeitures.

**Police Investigative Accountant - 30000310**

**Distinguishing Characteristics**

This classification differs from Accountant because of the focus on law enforcement of organized criminal activity, including providing support for legal counsel and providing expert testimony in court as needed.

**Typical Duties/Examples of Work**

1. Investigates Drug and Vice Division targets to identify assets, co-conspirators, money laundering and scope of activity.
2. Conducts follow-up interview relating to asset seizures to assure successful forfeiture.
3. Consults with Deputy District Attorney and defense attorneys to negotiate forfeiture settlements and stipulated judgments.
4. Develops contacts in private enterprise to generate leads on high-profile money laundering and drug cases; initiates cases for investigation.
5. Analyzes seized or subpoenaed financial records to establish that the subject's assets were derived from drug trafficking.
6. Develops and manages a computer database to track seized assets and their disposition.
7. Documents findings of investigation, makes case disposition recommendations, and assists in case presentation; prepares affidavits providing the basis for civil administrative forfeiture.
8. Serves as expert witness to testify in court regarding analysis of financial records and transactions and their relationship to criminal activity.

9. Instructs investigators and officers in elements of financial investigative techniques.
10. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: rules of evidence and their application; financial and business records and computerized data records systems; principles of accounting; legal methods of obtaining data; methods and tactics used by those engaged in criminal activities; principles and methods of effective field and covert investigations; complex corporate structures and subsidiaries; laws and procedures in seizure and forfeiture of assets

Ability to: analyze records of financial institutions; plan and execute investigations; objectively analyze conflicting information; testify effectively in court

Skill in: oral, written and graphic communication; evaluating complaints, identifying legal issues and determining jurisdiction and applicability of precedents and laws; preparing legal exhibits; communicating technical concepts to non-technical audiences

**Special Requirements**

MBA or C.P.A with experience and credentials to qualify as expert witness; valid driver's license

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

5189 Investigative Accountant Adopted: 07/01/85

June 2009 - Change Job Class number from 5189 to 30000310, due to system change.

**Working Conditions**

Work in this class is typically performed in an office environment with fieldwork to conduct investigations.