

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 04/12/06

INVESTIGATIVE FINANCIAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs work which involves responsibility for conducting financial investigations, compiling financial evidence and conducting interviews and interrogations to substantiate facts for cases being prepared by the District Attorney's Office. The work also includes making forfeitures transactions, compiling criminal data, and preparing statistical information for trends insight and geographical profiling. The work is performed under the supervision of the District Attorney or designated representative. Supervision is not a function of this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews financial documents related to cases in the District Attorney's Office using a forensic accounting/fraud auditing approach;
Researches, analyzes and compiles financial evidence and criminal data;
Testifies as an expert witness for the District Attorney's Office;
Conducts investigations as directed by the District Attorney and Assistant District Attorneys;
Conducts interviews and/or interrogations as needed to prepare case files;
Assists in forfeiture transactions;
Secures and stores evidence in felony trials;
Provides insight and assistance in the investigation of criminal matters in preparation for prosecution;
Provides statistical insight into the trends and geographical profiling of criminal activities;
Serves subpoenas and other legal documents as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of accounting, finance, auditing and statistical reporting; good knowledge of the New York State Penal Law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence; good knowledge of modern investigative techniques; good knowledge of the techniques and procedures involved in establishing legal action in court; good knowledge of the techniques involved in serving legal papers; ability to conduct detailed confidential investigations; ability to prepare clear and accurate oral and written reports; ability to analyze findings and make fact based recommendations; ability to prepare clear and accurate records and reports; ability to work independently; ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, criminal justice or a closely related field, including or supplemented by twelve (12) semester hours in the field of accounting; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, criminal justice or a closely related field, including or supplemented by twelve (12) semester hours in the field of accounting **AND** two (2) years of experience in the conducting of criminal investigations and/or prosecutions.

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