



Initial _____ Date _____

ECONOMIC CRIMES INVESTIGATOR

DEPARTMENT: POLICE

GRADE: 17

CHARACTERISTICS OF THE CLASS:

Under the direction of the Economic Crimes Supervisor, the Economic Crimes Investigator is responsible for performing investigative work in a variety of criminal, administrative and /or financial fields. Duties of this non-sworn position include providing investigative support to department officers, performing complex, professional auditing on records which relate to criminal investigations and collection/preservation of evidence; performing and/or coordinating tasks to meet the Unit's objectives.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Analyzes, investigates and prepares comprehensive reports on assigned investigations
2. Prepares, analyzes and reviews case reports to ensure accurate and comprehensive documentation for prosecution
3. Contacts and interviews victims of non-emergency crimes
4. Files criminal cases with the State Attorney's Office once the investigation is complete and probable cause exists
5. Collects data from various software applications, databases and internet sites to research information and subjects related to investigations
6. Collects, examines and preserves data/evidence from field locations and crimes scenes
7. Examines financial records and documents to determine illicit criminal violations
8. Maintains active communication with department personnel and individuals involved with investigations

NOTE:

The examples listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are an essential function of work not listed herein, are permissible if such functions are logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High school diploma or GED; two years of education from an accredited college or university with major coursework in accounting, auditing or criminal justice plus two years of investigative work OR three years of related investigative experience may substitute for education. Preference given to previous Law Enforcement, Fraud Investigation or Analyst/Investigative experience.

B. Knowledge, Abilities and Skills:

Knowledge of investigative principles and practices to include Florida State Statutes

Ability to communicate effectively, both written and verbal

Ability to establish and maintain effective working relationships with City Departments, Law Enforcement agencies and the general public

Ability to work independently and with minimal supervision

Ability to read, comprehend and interpret detailed, complex written material and/or financial information

Ability to perform highly responsible work maintaining integrity and security of evidence and property

Ability to access, operate and maintain various software applications and programs

C. Physical Requirements:

D. Environmental Requirements:

E. Sensory Requirements: