

Class Code: E99
City of Anaheim
Class Specification

I. CLASS TITLE: ASSET FORFEITURE INVESTIGATOR

II. DEPARTMENT/CONTROL CENTER: Police

III. CLASS DEFINITION:

To perform a variety of professional duties involved in the administration and investigation of assets seized in the Police Department's asset forfeiture program.

IV. SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Vice and Narcotics Bureau Lieutenant and supervision from the Major Narcotics Unit Sergeant.

V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Responsibilities and duties may include, but are not limited to, the following:

Investigate narcotics-related cases; gather statements from suspects, victims, and witnesses; photograph incident scenes; uncover financial/bank records evidence and determine involvement/liability; trace sources of money and real property; obtain, mark, and store evidence.

Compile, maintain, and audit accurate records of seized property, evidence, case logs, and statistical data regarding asset forfeiture cases.

Determine probable cause to seize assets subject to forfeiture under State and Federal law.

Coordinate investigative activities with those of other departments and outside agencies including, but not limited to, the District Attorney's Office, U.S. Marshal Service, and the U.S. Attorney's Office.

Assemble evidence and facts in a logical progressive order to permit the fair and equitable evaluation of allegations and contentions.

File asset forfeiture cases and conduct follow-up investigations of seizure cases.

Assist in preparation of cases for trial in State and Federal courts; answer questions and provide information regarding asset forfeiture cases.

Serve and testify as the Police Department representative of asset forfeiture cases in State and Federal Court matters.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Responsible experience involving the investigation of asset forfeiture cases.

Knowledge of: Principles, procedures, methods and legal requirements of asset forfeiture investigations; pertinent Federal, State, and local laws, codes and regulations; principles and practices of evidence collection and evaluation; legal concepts and court procedures; principles and practices of accounting methods, financial investigation and analysis.

Ability to: Interpret and explain City policies and procedures regarding asset forfeiture investigations; conduct investigations and assemble evidence; effectively represent the interests of the City in court; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City staff, officials of other government jurisdictions, legal advisors, suspects, victims and witnesses.

License and/or Certification Required: Possession of, or ability to obtain a valid California Driver's License by date of appointment in order to perform field investigation work.

NOTE: The above statements are intended to describe the general nature and levels of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit 09
Class Concept - Journey Level Professional
Created 4/92 - W. Jerz
Former Job Class - Police Services Representative (Vice and Narcotics)
Doc:CS1350CS