

INVESTIGATIVE ASSISTANT

DEFINITION

Provides technical support to investigators in the planning and conduct of complex and sensitive investigations regarding violations of District policy, possible fraudulent activities, or incidents of child abuse.

TYPICAL DUTIES

Provides technical support to the investigators in the planning and conduct of complex and sensitive investigations regarding possible fraudulent activities or incidents of child abuse.
Performs research through database systems and sorts, retrieves, and interprets data to identify information pertinent to the investigation.
Enters and updates case information into case management system; closes out cases, archives, and disseminates information to appropriate parties.
Reviews material received by investigators through search warrants, subpoenas, and on-site investigations.
Evaluates and extracts pertinent investigative data from a wide variety of documents, records and reports.
Develops material in detailed format to ensure that evidence is fully supportable.
Notes alteration of documentation which may impact on the evidence and brings it to the attention of the investigator.
Accompanies investigators in the conduct of on-site reviews to obtain documents and serves as a witness during interviews.
Maintains work controls and tracking system for investigations and correspondence.
Monitors investigations on a daily basis and identifies potential problems and problems in meeting critical deadlines and target dates.
Briefs supervisor on status of work.
Maintains liaison with law enforcement offices, organizations, the Courts, and others involved in investigations.
Reviews investigative case files and reports to ensure accuracy of data.
Responsible for the recording, storage, and appropriate disposition of physical evidence taken by investigators.
Manages the District's Fraud Hotline by receiving telephonic, electronic, and written complaints and allegations of waste, fraud, abuse, misconduct, and mismanagement in District programs and operations.
Documents Hotline calls and letters and information from electronic communications (fax and e-mail).
Travels to District facilities and other locations to collect information, documentation, and/or District-owned computers and equipment.
Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Investigative Assistant provides technical support to investigators in planning and conducting complex and sensitive investigations regarding policy violations, possible fraudulent activities, or incidents of child abuse.

An Investigator participates in and conducts investigations regarding possible fraudulent activities and violations of District policies.

A Senior Investigator acts as a leader of an investigative team and plans and conducts complex and sensitive investigations regarding possible fraudulent activities and violations of District policies.

SUPERVISION

General and technical supervision is received from the Deputy Inspector General, Investigations or a Supervising Investigator. Work direction is received from a Supervising Investigator.

CLASS QUALIFICATIONS

Knowledge of:

- Researching information and identifying information sources
- Fraud auditing techniques
- White-collar crimes
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Analyze and interpret data
- Prepare clear and concise summary of complaints
- Maintain confidentiality of evidence gathered
- Communicate in both English and Spanish (some positions) in order to effectively elicit and receive information about alleged program or operational waste, fraud, abuse, and mismanagement
- Work effectively with District personnel and the public
- Manage a heavy workload

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Two years of experience assisting with routine investigative research associated with investigations of policy violations, alleged fraud, waste, abuse, criminal activity, or child abuse.

Special:

The ability to speak both English and Spanish may be required for some positions.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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03-13-25
Transportation
Language Only