



ASSET FORFEITURE FISCAL COORDINATOR

AGENCY/DEPARTMENT:
Police/Investigation-Narcotics

Approved By HR Director: Linda Matthews
Date Approved: 06/02/2005
Date of Last Revision: 02/13/1997

Reports to: Police Lieutenant
Supervises: N/A

JOB SUMMARY: Under general supervision, performs a variety of administrative and investigative activities related to the seizure and forfeiture of assets that are identified as seizable under federal, state, and local statutes; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This non-sworn class performs journey level investigative financial review and forfeiture procedural operations within the Police Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Investigates narcotic-related crimes that involve the identification and seizure of assets related to the investigations.
2. Identifies possible hidden assets and persons who may have an interest in those assets.
3. Assists in the preparation of financial search warrants and seizure orders.
4. Reviews financial records, investigates financial status, and prepares written reports regarding findings.
5. Files forfeiture cases with prosecuting agencies and testifies in court pertaining to those cases.
6. Collaborates with narcotics officers, supervisors, and prosecuting attorneys in the investigation of narcotic traffickers.
7. Examines financial records from banks, escrows and businesses.
8. Participates in investigative interviews, at times in custody settings.
9. Performs net worth analysis.
10. Maintains asset forfeiture tracking system.
11. Assists in the preparation of search warrants and declarations.
12. Researches various public and county records.
13. Processes forfeiture orders.
14. Serves notice to claimants.
15. Acts as liaison with state and federal agencies.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High school diploma or recognized equivalent, supplemented by college level coursework in accounting, finance and/or law enforcement.

EXPERIENCE: Two years of investigative or closely related experience in a law enforcement environment.

KNOWLEDGE OF:

- Practices and procedures of federal and state asset forfeiture.
- Applicable federal and state laws and regulations governing asset forfeiture.
- Applicable laws, regulations, procedures, and practices governing the receipt of persons from whom property is seized.
- Federal and state requirements governing forfeiture case submission to prosecuting authorities.
- Preparation and serving of financial search warrants and seizure orders.
- Principles of accounting and financial recordkeeping and analysis.
- Maintenance of confidential records and preparation of comprehensive reports.
- Principles and techniques of effective interviewing.
- Relevant police terminology and law enforcement codes.

ABILITY TO:

- Review police reports and financial documentation to determine the theories and probable cause the identified assets are seizable under; prepare and deliver written and oral reports based on these findings.
- Interview interested parties involved in the investigation, at times in an in-custody setting.
- Serve forfeiture documents to claimants at their residence, court room, or detention facilities.
- Testify in court in forfeiture-related matters, at times as an expert witness.
- Maintain confidentiality.
- Interpret and apply departmental policies and procedures related to work assignment.
- Prepare and maintain accurate and complete records, databases, and reports.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- Ability to work flexible hours.

DESIRABLE:

- Bachelor's degree in criminal justice or related field.

FLSA Exemption Status: Non-Exempt

Employee Unit: 5 – Technical/Professional Services

DOT Program Participant:

Job Family: Police Non-sworn

Date Class Established: