

ASSET FORFEITURE FISCAL COORDINATOR

AGENCY/DEPARTMENT: Police/Investigation-Narcotics

Reports to: Police Lieutenant

Supervises: N/A

Approved By HR Director: Linda Matthews Date Approved: 06/02/2005

Date of Last Revision: 02/13/1997

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.

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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:

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