Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Financial Crime Analyst
Department:	Sheriff's Office
FLSA Status:	Non Exempt
WC Code:	8810
Effective Date:	July 1, 2019
Last Revised:	July 1, 2019
Pay Grade:	S07
Union:	Sheriff's Association

SUMMARY
The Financial Crime Analyst is responsible for data extraction, analysis, maintenance, and reporting for the Illegal Marijuana Task Force. The position also serves as the primary point of contact for grant management for the Illegal Marijuana Task Force as well as asset forfeiture tracking and reporting.

NATURE AND SCOPE
Conducts financial investigative research, and analyzes and reports on gathered information to support detectives of the Illegal Marijuana Task Force.   This position does not allow the Analyst to work in the place of a sworn Peace Officer but may assist in the field, when requested. The Analyst reports to the Detective Sergeant for the Illegal Marijuana Task Force.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts financial investigative research and identifies assets, establishes and maintains information by devising systems to use information, complying with guidelines, analyzing information and entering information into the computer, designing, creating, maintaining and updating databases, routing information to relevant personnel, preparing and maintaining files, reference materials, researching websites, sharing information with the detectives, preparing flow and link analysis charts and maps, and analyzing and preparing reports.

2. Conducts research of criminal activities, using various reference sources, collecting information, reading reports, networking with others, analyzing collected data and preparing reports.

3. Complete all reports in a manner that can be easily read and understood. All reports shall be concise, complete, and without conjecture.

4. Supports administrative function by participating in grant preparation and reporting. Assist as needed with court preparation on major, in-depth cases.

5. Responsible for clerical duties as assigned including; transcription of reports and statements, typing letters and press releases, and answering telephones.

6. All aspects of forfeiture cases, including but not limited to writing the initial case, follow up with the DA's office in preparing court paperwork when necessary, newspaper advertising, and tracking forfeited property.

7. Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.

QUALIFICATIONS
Have a thorough knowledge of the maintenance of business data files. Requires knowledge of spreadsheets, database, and office automation software. Be able to work alone and unsupervised. Be able to deal with confidential matters, effectively deal with the public and office employees, and respond to off hour call-outs, including nights and weekends.

EDUCATION AND EXPERIENCE
Associates Degree from an accredited college with major course work in accounting, finance, or criminal justice and four years progressively responsible related experience; or a Bachelor's Degree and two years related experience; or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and ability to perform the above-described duties. A combination of financial and criminal justice training is highly desirable.

JOB IMPACT
The most common consequence of error would involve improper maintenance of records; possible litigation; and/or public embarrassment.

JOB CONTACTS
Direct contact with the Sheriff's Office, other County departments, as well as State and Federal agencies.

LANGUAGE SKILLS
Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing, and record keeping. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES
Ability to communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts and/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER SKILLS AND ABILITIES
Ability to type 40 wpm. Must have thorough knowledge of office equipment and its use, including by not limited to computers; full command of English composition, spelling and grammar. Must pass a written test, typing test and oral interview.

CERTIFICATES, LICENSES, REGISTRATIONS
Must be able to become LEDS certified upon hire.

BACKGROUND INVESTIGATION
Those employed in this position are subject to a background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☒	☐	☐
☒	Sitting - 1/2 hour plus	☐	☐	☐	☒
☒	Moving about work area	☐	☒	☐	☐
☒	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☒	☐	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 25 lbs.**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☒	☐	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☒	☐	☐
☒	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☐	Operation of motor vehicle	☒	☐	☐	☐

Speech, Vision & Hearing

	Activity				
☐	Distinguish colors	Yes: ☐ No: ☒			
☐	Distinguish shades	Yes: ☐ No: ☒			
☐	Depth perception	Describe:			
☒	Ability to hear	Normal Speech Level:			
☐	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☐	Heat	☒	☐	☐	☐
☐	Cold	☒	☐	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☐	Noise	☒	☐	☐	☐
☒	Dust	☐	☒	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐