



SUFFOLK COUNTY DISTRICT ATTORNEY'S OFFICE DISTRICT ATTORNEY KEVIN R. HAYDEN

JOB TITLE: Financial Investigator in the Special Prosecutions Unit **DATE:** June 2023
REPORTS TO: Chief of Special Prosecutions Unit and Chief of Civilian Investigators
COMPENSATION: \$50,000 to \$64,000; commensurate with experience

POSITION PROFILE:

The Special Prosecutions Unit (SPU), which handles the investigation and prosecution of financial and public corruption matters, including crimes such as fraud, embezzlement, forgery, money laundering, bribery, and extortion, among others, is seeking an experienced investigator. The investigator is responsible for planning and conducting complex financial investigations. The investigator works closely with Assistant District Attorneys, law enforcement partners, and other investigators to secure and verify facts for use in criminal proceedings, testify in grand jury and court proceedings, and assist Assistant District Attorneys in all aspects of criminal investigations and trial preparation.

Per SCD AO's vaccine mandate, as a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details on demonstrating compliance with this requirement will be provided to applicants selected for employment.

ESSENTIAL FUNCTIONS:

- Develop and implement investigative plans in consultation with the prosecution team.
- Locate and investigate victims, witnesses, and targets using databases, open source information, and other investigative techniques.
- Conduct interviews of witnesses and suspects to obtain statements and other evidence regarding issues under investigation.
- Subpoena records and witnesses in accordance with established procedures.
- Locate, obtain, and analyze financial records and other information generated during investigations to identify evidence of economic fraud or other criminal activity.
- Organize large amounts of diverse information and create charts, graphs, and spreadsheets to determine appropriate methods of analysis and summarize findings for prosecution team and jurors.
- Testify in court and grand jury proceedings as a witness, explaining the significance of complex financial transactions or records in understandable terms.
- Produce high quality investigative reports.
- Investigate and reply to citizen complaints of criminal wrongdoing.
- Assist in serving subpoenas and transporting witnesses for grand jury/court appearances.
- Perform field visits to businesses, communities, and other contacts.
- Work in a high-stress, dynamic, and fast-paced environment.

OTHER DUTIES:

- Attend required training and other trainings relevant to Office functions.
- Attend required supervision and staff meetings regularly.
- Become familiar with and follow the provisions of the Office Personnel Policies.
- Exercise respectful and professional behavior and communication with the public, judicial and law enforcement personnel, and office staff.
- Complete work assignments in a timely, accurate and efficient manner.
- Other related duties as assigned.

SUPERVISORY RESPONSIBILITY: N/A**EDUCATION AND EXPERIENCE:****Required:**

- Bachelor's degree, preferably with coursework in criminal justice, accounting, business administration, law or other relevant area.
- Minimum four to six years of experience in law enforcement or in performing criminal investigations, preferably focusing on financial crimes.
- Knowledge of the methods, procedures, and practices used in the investigation of financial crimes and analysis of financial records.
- Experience in conducting interviews and report writing.
- Ability to analyze and accurately interpret copious amounts of information.
- Experience using investigative resources, including open source information, to discover non-obvious relationships between people and entities.
- Strong attention to detail and high concern for data accuracy.
- Good organizational skills, including the ability to prioritize daily activities and multi- task to complete assignments.
- Effective oral and written communication skills with the ability to establish and maintain favorable working relationships with all levels of staff, other law enforcement agencies, and court officials.
- Must be self-motivated and capable of exercising sound judgment, working both independently as well as in a team environment.
- Ability to handle sensitive and confidential information.
- Proficient in Excel.
- A valid driver's license.

Preferred:

- Basic knowledge of Massachusetts criminal law and criminal procedure, and general business, real estate, and investment principles.
- Experience testifying in court proceedings.

- Experience in preparing subpoenas and search warrants.

PHYSICAL DEMANDS:

- Ability to lift boxes weighing 10-20 pounds.
- Ability to sit and stand for extended periods of time.
- Ability to drive.

TRAVEL: Travel is primarily within Suffolk County during the business day, although some out-of-the-area travel should be expected.

EEO STATEMENT:

The Suffolk County District Attorney's Office is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.