



**ALBANY COUNTY
DEPARTMENT OF CIVIL SERVICE
112 State Street, Room 1100
Albany, NY 12207**

Civil Service Law, Section 22: Certification for positions.

Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

NEW POSITION DESCRIPTION FORM (ACS-30)

This form is to be used by appointing officers to describe proposed new positions.

1. Requested Title Criminal Forensic Auditor	2. Salary \$61,200	3. Duration of Job <input type="checkbox"/> Temporary for _____ months <input checked="" type="checkbox"/> Permanent (Contingent upon Grant Renewal)
4. Department 1165 – District Attorney	5. Division, Bureau or Agency Financial Crimes Bureau	
6. Section, Unit or Other (Specify) Crimes Against Revenue Program	7. Work Address (Include Building and Room Number) 6 Lodge Street, 4 th Floor, Albany NY 12207	
<p>8. DISTINGUISHING FEATURES OF THE CLASS: Specifically describe the essential nature of the work, degree of difficulty and responsibilities involved in the major function.</p> <p>Independently conduct analysis and evaluate complex financial records to determine if a white-collar crime or occupational fraud has occurred to maximize restitution for Albany County and New York State.</p> <p>Continued employment in the position is contingent on continued Crimes Against Revenue Program funding.</p>		
Percent or Fraction of Total Time	<p>9. TYPICAL WORK ACTIVITIES: Describe the work in sufficient detail to give a clear word picture of the job. Describe the more important or time consuming duties first. In the left column, estimate how the total working time is divided. Be specific and avoid general terms.</p>	
	<p>Analyze, evaluate and interpret data and intelligence collected in order to assist prosecutors to identify trends, prepare forecasts and to propose changes in programmatic objectives, policies and procedures.</p> <p>Plan and direct the conduct of research on the organization or person(s) to be examined to determine the functions, organizations, funds involved, and applicable laws, rules, and regulations governing its operation.</p> <p>Conduct and/or participate in conferences with prosecutors and/or victims of crimes to explain goals and methodology to gain access to records.</p> <p>May personally participate in conducting the examinations by performing various tests, reviews, reconciliations, and evaluations of accounts, claims, records, and procedures, sometimes prior to authorizing payment, to ensure that transactions were processed and properly accounted for and effective controls are in place.</p> <p>Resolve issues surrounding the financial investigations as they develop through consultations and by providing technical assistance to investigators or prosecutors.</p> <p>Visit field locations to ensure that audit plans are being followed and that time schedules are maintained.</p>	

Review reports of the financial investigations for accuracy and completeness and to ensure compliance with the audit plan.

Prepare working papers to document scope and conclusion and the preparation of narrative reports of financial investigation findings.

Discuss financial investigation findings with investigators and/or prosecutors.

Serve as an expert witness and be able to present findings of financial investigations to grand juries and at trials.

COMPLETE ITEMS ON OTHER SIDE

10. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Example: Comprehensive/thorough/good/working knowledge of ...; skill in ...; ability to ...

Must have significant experience testifying in Grand Jury and Court proceedings

11. MINIMUM QUALIFICATIONS:

EDUCATION:
Bachelor's Degree

EXPERIENCE (List amount and type):
Five years' work experience in an accounting or auditing in a law enforcement environment.

LICENSES/SPECIAL REQUIREMENT:

12. Who will be the immediate supervisor for this position:

Name: Christian D'Alessandro Title: Director of Operations

13. List the names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position. NONE

Title: Name: Location of Position:

14. REQUESTED CIVIL SERVICE JURISDICTIONAL CLASS:

- Competitive Exempt
 Non-Competitive Labor

A position is in the competitive class unless Civil Service specifically places it in a different class. If you request non-competitive, exempt or labor, state detailed reasons in a letter why competitive examination is impractical and attach it to this application.

15. Indicate the potential promotion field, if any. Attach additional sheets if needed.

16. REMARKS:

Submit any other information not covered above. Items of particular interest include a description of a new program, the reasons for the temporary nature of the job, the nature of any increase in work load or change in organization which necessitates the creation of this new position. Attach additional sheets if needed.

17. DEPARTMENT HEAD OR HIS/HER DELEGATE:

The above statements are accurate and complete. I am satisfied to have this position classified on the basis of the information given.

Date: 10/29/2014

Title: Confidential Assistant to the District Attorney Signature:

18. CERTIFICATION:

In accordance with the provisions of Civil Service Law Section 22, the Albany County Department of Civil Service certifies that the appropriate civil service title for the position described is:

Title: _____

Signature of Personnel Officer

Date