

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CIVIL SECTION
DUTY STATEMENT**

NAME:

JOB TITLE: Investigative Auditor IV (Specialist)

STATEMENT OF DUTIES: Independently conducts the most complex audits and sensitive investigations involving, but not limited to, theft and embezzlement, money laundering, investment schemes, Medi-Cal fraud, identify theft and credit card fraud. Serves search warrants in accordance with the peace officer powers granted under Penal Code section 830.13. This requires the ability to work on multiple cases at the same time and to have proficiency in evaluating complex financial transactions and documents including, but not limited to, bank records, corporate financial records, income tax returns, investment portfolios, escrow records, trusts, pharmaceutical supplier invoices, Claim Detail Reports, property deeds, powers of attorney, conservatorships, State Controller warrants, patient files, prescription slips, resident trust accounts and the successful completion of Penal Code 832 Arrest, Search and Seizure training. The highest degree of judgment must be exercised in the application of State and Federal laws, rules regulations and audit procedures. Works closely with State Controllers Office, Department of Health Care Services, Department of Public Health, Employment Development Department, Department of Insurance, Franchise Tax Board, Board of Equalization, Federal Office of Inspector General, and local law enforcement agencies. Provides lead support and training for other auditors.

SUPERVISION RECEIVED: Is under the general direction of the Investigative Auditor IV Supervisor or Senior Assistant Attorney General

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to move up to 25 pounds. Ability to sit and key for up to eight hours. Ability to travel.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Independently conducts or leads a team of Investigative Auditors in conducting the most complex criminal and civil audits and investigations; prepares detailed reports of

