

CHIEF INVESTIGATOR (PUBLIC DEFENDER)

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible managerial and confidential position in the Office of the Public Defender. The incumbent is responsible for the supervision of the staff and activities of the investigations unit and recommends policies and procedures for the unit. In addition, the incumbent conducts criminal investigations. Work is performed under the general direction of the Public Defender or designee. Guidance and direction on a specific case is received from the attorney assigned to the case. Direct supervision is exercised over subordinate investigative staff. Evening work and other than normal work schedules can be expected in this position.

TYPICAL WORK ACTIVITIES:

1. Supervises work of investigators and ensures that investigations are conducted in accordance with prescribed standards;
2. Establishes and maintains procedures for case record documentation and confidentiality, in conformance with prescribed standards;
3. Reviews incoming cases to determine need for investigations and assigns cases to investigators;
4. Advises investigators on proper methods and procedures for investigations;
5. Evaluates operation of investigations unit, recommends and implements changes in policies and procedures;
6. Attends seminars, conferences and workshops to remain current on changes in law, modern investigation techniques, criminal forensics and other matters;
7. Conducts training sessions for subordinate investigative staff, and coordinates their professional development and growth;
8. Performs all aspects of criminal investigations, including conducting interviews, investigating crime scenes, securing evidence, establishing facts, preparing reports on results of investigations, and making recommendations;
9. Assist attorneys in the preparation for and trial of criminal cases;
10. Investigates and determines indigent status of defendants and eligibility for Public Defender services;
11. Maintains liaison with expert witnesses, special consultants and others;
12. Oversees maintenance of unit's resource and reference materials, the computerized and manual data banks and files, and other unit materials;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of techniques and procedures in conducting criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures; thorough knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form; good knowledge of investigative interviewing techniques; skill in conducting criminal investigations; ability to manage the activities of a unit and supervise the work of others; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts, informants, and accused and convicted criminals; ability to operate a computer; ability to remain calm and act effectively in tense and potentially dangerous situations; keenness of observation; integrity; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

CHIEF INVESTIGATOR (PUBLIC DEFENDER) (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time experience in conducting criminal investigations in a law enforcement or other governmental agency or for a private investigation or security agency.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's license at the time of application. Possession of the license at the time of appointment.

PS9201

ADOPTED: 11/13/87