

INVESTIGATOR (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized part-time position that is charged with investigating crimes, interviewing witnesses, gathering evidence, presenting findings and recommendations and other crime detection duties in connection with criminal proceedings. An incumbent in this class may specialize in activities relating to the development and prosecution of certain types of crimes, such as drug-related cases. Work is performed under prescribed practices and procedures in the office, but some leeway is allowed to adapt investigations to the specific needs of a case. Supervision is received from a higher-level Investigator, Department Head or designee. Guidance and direction on a specific case is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other than normal work schedule can be expected in this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in the title.

1. Conducts investigations of crimes to determine the facts surrounding each case;
2. Interviews witnesses and takes written statements;
3. Maintains all records and documentation on investigations and prepares summaries or reports on results;
4. Assists attorneys in the preparation for and trial of criminal cases;
5. Serves legal papers, including subpoenas and court orders;
6. Maintains confidentiality of records and information related to cases and investigations;
7. Investigates crime scenes, including taking photographs, preparing charts and diagrams, and obtaining, securing and preserving evidence.;
8. Conducts visual and electronic surveillance as necessary;
9. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters;

When assigned to the District Attorney's Office:

10. May arrest persons suspected of committing a crime or about to commit a crime;
11. Acts as liaison officer and coordinates investigations with various municipal police agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of techniques and procedures in conducting criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; good 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 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 cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants; 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.

INVESTIGATOR (PART-TIME) (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Bachelor's degree and one (1) year of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which involved the conduct of all aspects of criminal investigations;
- OR: (B) Bachelor's degree and one (1) year of full-time paid work experience conducting criminal investigations, fraud investigations, employment background investigations or investigative reporting;
- OR: (C) Completion of 60 credit hours and four (4) years of full-time paid work experience as described in (A) or (B) above;
- OR: (D) Six (6) years of full-time paid work experience as described in (A) or (B) above;
- OR: (E) An equivalent combination of training and experience as described within the limits of (A) through (D) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.
2. The successful completion of a criminal background investigation.

FOR APPOINTMENT TO THE DISTRICT ATTORNEY OFFICE:

This position is designated as a Police Officer pursuant to Section 1.20, Subsection 34 of the New York State Criminal Procedure Law, which also requires the following:

1. Candidates must have successfully completed the New York State Municipal Police Training Council Basic Course for Police Officers, pursuant to section 209-q of the General Municipal Law; or obtain such certification within one year from his or her date of original appointment pursuant to Part 6020.7 of the New York Codes, Rules and Regulations; or possess an equivalent certification pursuant to Part 6020.8 of the New York Codes, Rules and Regulations.
2. Must maintain certification in the use of firearms to maintain position.

REVISED: 09/19/18
02/28/19
07/25/19