



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**INVESTIGATOR
(PUBLIC DEFENDER)**

DATE ADOPTED: 11/13/87

LAST REVISION: 2/1/23

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized work in the Office of the Public Defender. The incumbent is responsible for establishing the eligibility of defendants for Public Defender services, the investigation of crimes and crime scenes, interviewing defendants and witnesses, gathering evidence, presenting findings and recommendations including the writing of reports, and testifying in court. 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 the Chief Investigator, Public Defender 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. Incumbent may be assigned to various office locations under the jurisdiction of the Public Defender. Evening work and other than normal work schedules 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 this title.

1. Conducts criminal investigations, including interviewing defendants, prospective witnesses and suspects, checking criminal histories, reviewing police and arrest records and related legal documents, and establishing facts surrounding each case;
2. Investigates crime scenes, including taking photographs, preparing charts and diagrams, and obtaining, securing and preserving evidence;
3. Maintains all records and documentation on investigations and prepares summaries or reports on results;
4. Interviews defendants and collects necessary financial and other documentation for defendants to establish indigent status and eligibility for Public Defender services;
5. Assists attorneys in the preparation for and trial of criminal cases;
6. Maintains contacts with witnesses and family of defendants, and ensures appropriate attendance at hearings and trials;
7. Serves legal papers, including subpoenas and court orders;
8. Maintains confidentiality of records and information related to cases and investigations;
9. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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; working knowledge of various Social Medias, cell phone, Laptop and PC technology; skill in conducting criminal investigations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability



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Page 2 of 2

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, 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.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Criminal Justice, Criminology, Police Science or a closely related field and one (1) year of full-time paid experience in conducting criminal investigations, fraud investigations, employment background investigations or investigative reporting or similar full-time paid work experience;
- OR: (B) Bachelor's degree and two (2) years of full-time paid experience as stated in (A) above;
- OR: (C) Completion of two years (60 credit hours) college or university and four (4) years of full-time experience as stated in (A) above;
- OR: (D) An equivalent combination of training and experience within the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/16		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Protective Service	FLSA Code: OT Eligible	WC Code: 8820	NYSLRS Job Code: 03600E
REVISION HISTORY: 2/9/90, 7/1/91, 4/19/96, 4/21/03, 2/1/23			