



CRIMINAL INVESTIGATOR (SPANISH-SPEAKING) (OC)
NYS #88-477 RC/EL #24157

Examination to be held **June 1, 2024**; Last filing date **April 30, 2024**

A \$30 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. **If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date.**

POSITION EXISTS IN: Rockland County District Attorney's Office.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$55.42 per hour for a 40-hour workweek with Rockland County District Attorney's Office. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is specialized investigative work of a moderately complex nature which involves selecting the methods and resources needed to establish and correlate facts concerning criminal complaints and suspected or committed crimes. The purpose of such investigations is to accumulate valid evidence to assist in the legal work of the District Attorney. The work is distinguished from that of a Criminal Investigator in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. There is considerable independence exercised in the planning of investigative procedures, although technical and other direction of complex cases may be provided by a Senior Criminal Investigator. Incumbents are Police Officers as defined by Article 1.20(34)(g) of Criminal Procedure Law. This work requires on call duties including nights and weekends. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of post-degree, paid experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or an Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of post-degree, paid work experience, which substantially involved investigative work and investigative analysis; or
2. A Bachelor's degree and three (3) years of post-degree, paid experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or a Bachelor's degree and three (3) years of post-degree, paid work experience, which substantially involved investigative work and investigative analysis; or
3. A Master's degree in Criminal Justice, Criminology, Forensic Science, Forensic Accounting, Forensic Psychology, or a related field; or
4. A Juris Doctorate from an American Bar Association accredited school.

NOTES:

1. The required experience as outlined above must have been on a full-time basis.
2. Incumbents are expected to possess a Level III proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to use the language fluently and accurately on all levels normally pertinent to professional needs; can understand and participate in any conversation within the range of their own personal and professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately even in unfamiliar situations; can handle informal translation from and into the language with occasional use of a dictionary and/or grammar book; can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

SPECIAL REQUIREMENTS:

1. A. At the time of appointment, certification of completion of the New York State Municipal Police Training Council (NYSMPTC) Basic Course for Police Officers, the New York State Police Academy (NYSP) Basic Course for Police Officers, the New York City Police Department (NYCPD) Basic Course for Police Officers, graduation from the FBI Agents Academy*, the DEA Agents Academy*, or other Federal Academies* for full time Federal Agents; or

*Candidates qualifying under Federal law enforcement programs must successfully complete a "Police Refresher Course" offered by the Bureau for Municipal Police as to New York State Laws within one year of appointment.

B. The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.

2. A. A Police Officer, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.), who has been separated from service for four (4) or more years, but less than ten (10) years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.

SEE NEXT PAGE

CRIMINAL INVESTIGATOR (SPANISH-SPEAKING) (OC) #88-477 (CONTINUED)

- B. Police Officers, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.) who have been separated from service for ten (10) years or more shall not be qualified under a prior Municipal Police Basic Training program.
3. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
4. Prior to appointment, candidates must meet minimum medical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
5. Prior to appointment, satisfactory completion of a pre-employment drug screen, background and fingerprint check.
6. **Public Officer Requirements:**
 - A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States.
 - B. Residence: As specifically set forth in the Public Officers Law (Section 3).
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, June 30, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. **Evaluating Information and Evidence** – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
2. **Investigative Techniques and Criminalistics** – These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.
3. **Understanding and Interpreting Written Material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
4. **Preparing Written Material in a Police Setting** – These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.
5. **New York State Laws - Police** – These questions test for knowledge of the laws in effect on January 1, 2024 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

TEST GUIDE: A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Date Issued: 03/29/2024