

ASSISTANT DIRECTOR, DRUG TASK FORCE*

DISTINGUISHING FEATURES OF THE CLASS: This is management and supervisory work of a highly confidential and complex nature involving responsibility for assisting the Director, Drug Task Force, in the planning, implementation and ongoing supervision of a comprehensive undercover and specialized criminal investigation program carried out by the Rockland County Drug Task force, including the conduct of field operations, and managing the Crimes Against Revenue Program (CARP). The work is performed under the general supervision of the Director, and supervision is exercised over task force personnel. Performs related duties as assigned.

TYPICAL WORK ACTIVITIES:

Plans highly sensitive and confidential undercover operations and activities designed to prevent and stop the trafficking of illegal drugs and substances;
Assigns undercover agents and other law enforcement personnel to a variety of investigations;
Evaluates the effectiveness of investigations and undercover operations and makes recommendations regarding new and revised operations and policies;
Records the procurement and supervises the safekeeping of all evidence;
Conducts inspections of field operations and may participate in same;
Disburses and maintains records of investigative funds;
Acts as a liaison with NY State police and other agencies involved in undercover investigations related to illegal drugs and substances;
Maintains regular contact with confidential informants and monitors their activities, whereabouts and reliability;
Testifies at court proceedings;
Plans and supervises all Crimes Against Revenue Program (CARP) investigations including but not limited to, untaxed cigarette sales, untaxed liquor, untaxed petroleum, tax preparer fraud, welfare fraud, Medicaid fraud, unemployment insurance fraud, prevailing wage, workers compensation fraud, tax law fines, asset forfeiture in tax cases, and School Tax Relief (STAR) program fraud;
Manages the Rockland County District Attorney's CARP Grant and reports revenue collected to the New York State Department of Taxation and Finance (DTF);
Acts for and in place of the Director, Drug Task Force, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of undercover investigative work; thorough knowledge of law enforcement practices and procedures, especially as they pertain to the surveillance and investigation of illegal drugs and substances; good knowledge of the communities and diverse cultural groups in Rockland County; good knowledge of trends in the trafficking of illegal drugs and substances; ability to conduct undercover criminal investigations; ability to supervise others; ability to establish and maintain effective working relationships with others, especially local police departments and law enforcement agencies; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications will be determined by the District Attorney.

*This reflects a retitling of Assistant Director, Narcotics Task Force.

R.C.D.P. (12.11.2019) 10.27.2022
Exempt