

CONFIDENTIAL CRIMINAL INVESTIGATOR*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized investigative work of a highly sensitive and confidential nature involving responsibility for a variety of investigations as assigned directly by the District Attorney, as well as direct involvement with the development of policies and procedures to ensure effective investigative operations and prevent and correct internal problems within the District Attorney's Office, as needed. The work is performed under the general supervision of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs highly sensitive and confidential investigations of existing and prospective employees in the District Attorney's Office and may oversee or perform background investigations for prospective appointments of the County Executive;

Oversees security for the District Attorney and District Attorney employees in order to ensure their safety as well as the integrity of the District Attorney's investigations and operations;

Conducts internal investigations of alleged misconduct of District Attorney employees and monitors performance and procedural processes within the District Attorney's Office;

Evaluates general operating procedures of the District Attorney's office and makes effective recommendations for changes, as needed;

Develops and implements procedures for evidence and record-keeping processes;

Trains existing staff on all policies and procedures of the office in order to ensure effective operations and compliance;

Acts as the District Attorney's liaison to units within the department (e.g. Narcotics Task Force, Detective Bureau, etc.) in order to exchange and convey information, develop policies and procedures, investigate internal problems, etc.;

Acts as a representative of the District Attorney in order to disseminate information to the public, coordinate investigative activities with a variety of law enforcement agencies, facilitate intra-departmental operations, etc.;

Performs a variety of administrative duties, as assigned (e.g. oversee investigative expenditures, prepare budgets, secure evidence, develop departmental rules, regulations and policies);

Completes special investigative, security-related, and administrative duties, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of criminal investigation techniques and proceedings; good knowledge of the laws of arrest; working knowledge of rules of evidence and court proceedings; ability to organize and conduct criminal investigations of a highly sensitive and confidential nature; ability to conduct internal investigations of operations and employees; ability to prepare and present precise written and verbal reports; ability to establish and maintain cooperative relations with law enforcement agencies; ability to deal with people effectively; ability to use firearms.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*Retitling of Confidential Investigator

R.C.D.P. (01.14.2013) 07.15.2015
Exempt