CONFIDENTIAL INVESTIGATOR (ADP) (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is technical criminal investigation and interviewing work of a moderately complex and confidential nature which involves a responsibility for reducing the incidence and duration of pretrial, trial and sentencing delays in accordance with the goals and objectives of New York State's Aide to Defense Program (ADP). An incumbent in this position must be on call on 24 hours a day, 7 days a week. General supervision is received from the Public Defender. Does related work as required.

TYPICAL WORK ACTIVITIES:
Performs pre-trial investigations by interviewing complainants and potential witnesses, defendants, family members, and inspecting crime scenes, collecting evidence, etc.;
Interviews defendants accused of violent (e.g.robbery, burglary, rape) and repeat felony offenses in order to determine eligibility of indigents for legal assistance and the Aid to Defense Program;
Investigates the facts and circumstances of the arrest of ADP defendants;
Supervises jail intake interviews;
Gathers information needed to prepare ADP cases for trial;
Serves subpoenas and writs in ADP cases;
Prepares required reports and state aid vouchers and files them with the New York State Division of Criminal justice services;
Transports witnesses to and from court;
Generates reports for statistical purposes;
Completes special assignments.

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, especially as they pertain to the New York State Aid to Defense Program; ability to establish and maintain cooperative relations with others; ability to conduct interviews, especially in the context of criminal investigations; ability to prepare and present accurate and precise written and verbal reports.

MINIMUM QUALIFICATIONS: Two (2) years of college (equivalent to a minimum of sixty (60) credit hours) in Criminal justice, Criminal law or Police Science <u>and</u> three (3) years of law enforcement experience in a police department or agency which must included or been supplemented by one (1) year in investigations.

NOTE: Additional years of the required experience may be substituted for the specialized college courses on a year-for-year basis up to two (2) years. (a minimum of sixty (60) college credits is still required but in not in the specialized curriculum).

SPECIAL REQUIREMENTS:

1. Incumbents in this position 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 or grammar, can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

1. Incumbents must possess or acquire a notary license*.

2. Incumbents must possess a valid motor vehicle license or have accessibility to transportation to meet field work requirements in a timely and efficient manner.

3. Incumbents must possess a valid pistol permit issued by the County of Rockland*.

4. Incumbents must have completed an approved municipal police basic training program pursuant to section 209-g of the General Municipal Law*.

*As soon as possible, but no later than within six (6) months from the date of hire or by the time of permanent appointment, whichever comes first.