

CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is investigative work of a highly sensitive and confidential nature involving responsibility for assisting the District Attorney with a variety of special investigations, including government officials, internal/external investigations and/or law enforcement personnel or any other police department the District Attorney is asked to investigate. The work is performed under the direction of the District Attorney and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates highly confidential corruption and internal/external operations in areas such as governmental agencies, police and law enforcement agencies, politicians or elected officials;
Investigates various types of election law violations and/or crimes or those related to any other federal, New York State or local law;
Represents the District Attorney and coordinates with the New York State Police in joint investigations of organized crime and gambling;
Acts as liaison with groups and/or agencies at the highest level (e.g. Intelligent Centers, Homeland Security, FBI, Narcotics Task Force, public information agencies) or any other federal agency the District Attorney's office collaborates with to explain policies and speaking for the District Attorney's office, as appropriate;
Performs highly confidential investigations of existing and prospective employees in the District Attorney's Office, and prepares confidential reports, as necessary;
Conducts surveillance, as required;
Prepares detailed reports of investigative findings for the District Attorney;
May implement procedures to assure security of the evidence room;
May conduct background investigations on prospective public officials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of procedures and techniques of criminal investigation; thorough knowledge of investigative report writing; good knowledge of the laws of arrest; good knowledge of rules of evidence and court proceedings; ability to organize and conduct investigations of a highly sensitive and confidential nature; ability to prepare and present precise written and verbal reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and ten (10) years of full-time paid work experience that substantially involved investigative work as a sworn member of a police department or law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and eight (8) years of full-time paid work experience that substantially involved investigative work as a sworn member of a police department or law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent); or
3. A Bachelor's degree or higher and six (6) years of full-time paid work experience that substantially involved investigative work as sworn member of a police department of law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent).

(over)

SPECIAL REQUIREMENTS:

1. (a) Certification of Completion of the New York State Municipal Police Training Counsel (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

(b) The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. Possession of a valid New York State motor vehicle license.

*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 (1) year of appointment.