

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 and internal investigations. 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 corruption and internal operations in areas such as governmental agencies, police and law enforcement agencies;
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 (e.g. Narcotics Task Force, public information agencies, etc), explaining policy and speaking for the District Attorney's office, as appropriate;
Performs 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; 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: Qualifications determined by the appointing authority.

R.C.D.P. (12.15.2009) 07.15.2015
Exempt