

## **CRIMINAL INVESTIGATOR (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical criminal investigative work of a moderately difficult nature which involves a selection of the methods and resources for making inquiries and in establishing and correlating facts concerning complaints, suspected or committed crimes. The essential purpose of such investigations is to accumulate valid evidence to assist in the legal work of the District Attorney. The work is distinguished from that of a Criminal Investigator in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. There is considerable independence in the planning investigative procedures, although technical direction of difficult cases may be received from a Senior Criminal Investigator. This work requires incumbents to be on call nights and weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts field investigations of major crimes committed in the county including murders, robberies, assaults, rapes, etc.;

Conducts field investigations of gambling, narcotics and other organized criminal activity;

Prepares cases for all stages of criminal prosecution, including responsibility for the chain of evidence and the interviewing of witnesses for Grand Jury presentments and trials;

Conducts field and in-office investigations of white-collar and fraud cases, including but not limited to cases referred directly from the Department of Social Services;

Conducts investigations involving public officials, officers or their employees in the course of their public functions;

Prepares daily and case progress reports;

Travels out of state on investigations, as well as, extradition proceedings and takes custody of prisoners;

Other work as assigned by the District Attorney;

May conduct special investigations, prepare special reports, etc. as assigned by the District Attorney.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of investigative techniques and procedures; good knowledge of New York laws and rules; good knowledge of investigative interviewing techniques; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to organize and conduct routine investigations; ability to analyze and apply legal principles; ability to communicate effectively, and to prepare and present precise written and verbal reports; ability to establish and maintain cooperative and effective relations with others.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years full-time experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or full-time paid work experience that substantially involved investigative work and investigative analysis; or
2. A Bachelor's degree and three (3) years full-time experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or post-degree full-time paid work experience that substantially involved investigative work and investigative analysis; or

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3. A Master's degree in Criminal Justice, Criminology, Forensic Science, Forensic Accounting, Forensic Psychology, or a related field; or
4. A Juris Doctorate from an American Bar Association accredited school.

**SPECIAL REQUIREMENTS:**

1. (a) Certification of Completion of the New York State Municipal Police Training Council (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.
3. Satisfactory completion of minimum medical physical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
4. Satisfactory completion of a pre-employment drug screen, background and fingerprint check.

**NOTES:**

1. A police officer, including Federal law enforcement officers (e.g. FBI agent, DEA agent, etc.), who has been separated from service for four or more years, but less than ten years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.
2. Police officers, including Federal law enforcement officers (e.g. FBI agent, DEA Agent, etc.) who have been separated from service for ten years or more shall not be qualified.
3. Incumbents 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 and/or grammar book; can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

\*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 year of appointment.