

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized investigative work of a moderately complex nature which involves selecting the methods and resources needed to establish and correlate facts concerning criminal complaints and suspected or committed crimes. The 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 exercised in the planning of investigative procedures, although technical and other direction of complex cases may be provided by a Senior Criminal Investigator. Incumbents are Police Officers as defined by Article 1.20(34)(g) of Criminal Procedure Law. This work requires on call duties including nights and weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts investigations of suspected criminal activity and crimes committed in the County including, but not limited to activity involving homicides, robberies, fraud, extortion, assaults, rapes, gambling, narcotics, white-collar crimes, organized criminal activity, and cases involving public officials, officers or their employees in the course of their public functions;

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

Prepares both daily and case progress reports;

May travel out of state on investigations as well as extradition proceedings and to take custody of prisoners;

May conduct special investigations, prepare special reports and do other related work as assigned by the District Attorney or a designee.

### **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 speak, read and understand colloquial Spanish and to translate into acceptable English; 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 of post-degree, paid experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or an Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of post-degree, paid work experience, which substantially involved investigative work and investigative analysis; or
2. A Bachelor's degree and three (3) years of post-degree, paid experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or a Bachelor's degree and three (3) years of post-degree, paid work experience, which 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.

**NOTES:**

1. The required experience as outlined above must have been on a full-time basis.
2. 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.

**SPECIAL REQUIREMENTS:**

1. A. At the time of appointment, 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

\*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.

- B. The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. A. A Police Officer, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.), who has been separated from service for four (4) or more years, but less than ten (10) years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.
- B. Police Officers, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.) who have been separated from service for ten (10) years or more shall not be qualified under a prior Municipal Police Basic Training program.

3. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
4. Prior to appointment, candidates must meet minimum medical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
5. Prior to appointment, satisfactory completion of a pre-employment drug screen, background and fingerprint check.
6. **Public Officer Requirements:**
  - A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States.
  - B. Residence: As specifically set forth in the Public Officers Law (Section 3).
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.