

SENIOR CONFIDENTIAL INVESTIGATOR (ADP) (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized criminal investigative work of a complex and confidential nature which involves the responsibility for investigating and leading the investigation of crimes and for reducing the incidence and duration of pretrial, trial and sentencing delays in accordance with the goals and objectives of the New York State's Aid to Defense Program (ADP). This position is distinguished from a Confidential Investigator by the increased level of responsibility which includes supervision of others, investigation of more complex and sensitive crimes and the independence involved in the use of technical skills to conduct field investigations. Duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in the Notes below. An incumbent in this position must be on call 24 hours a day, 7 days a week. The work is performed under the general supervision of the Public Defender or Deputy and supervision is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversee and conduct field investigations of major crimes committed in the County (e.g., murders, robberies, aggravated felonious assaults, rapes, narcotics) interview complainants and potential witnesses, defendants, family members, etc., inspect crime scenes, collect and review evidence, etc.;

Interview defendants accused of violent and repeat felony offenses in order to determine eligibility of indigents for legal assistance;

Supervise the activities of support staff by assigning and reviewing work, assisting in the resolution of work-related problems, providing information, etc.;

Supervise jail and office intake interviews;

Review evidence and gather information needed to prepare Aid to Defense Program cases for County court trials;

Transport witnesses to and from court;

Prepare case progress reports;

Serve subpoenas in Aid to Defense Program cases;

Train staff by explaining rules, guidelines and office policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal investigative techniques and proceedings; thorough knowledge of New York State criminal laws and rules; thorough knowledge of investigative interviewing techniques; good knowledge of the laws of arrest; good knowledge of the 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 supervise the work of others including those involved in field investigations; ability to conduct interviews, especially in the context of criminal investigations; ability to prepare and present accurate written and verbal reports; ability to establish and maintain cooperative working relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Criminal Justice, Criminal Law, Criminology, Forensic Science, Police Science, or comparable curriculum and four (4) years of law enforcement experience in a police department or agency (e.g. Police, DEA, FBI), two (2) years of which must have involved investigations.

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NOTES:

1. Additional years of the law enforcement experience may be substituted for college on a year-for-year basis up to four (4) years.
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.

PROMOTION: Two (2) years permanent status as a Confidential Investigator (ADP), Confidential Investigator (ADP) (Spanish-Speaking) or any equivalent language parenthetical designation.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.
2. Incumbents must possess or acquire a notary license within six (6) months from the date of hire or by the time of permanent appointment, whichever comes first.
3. Incumbents must possess a valid pistol permit issued by the County of Rockland within six (6) months from the date of hire or by the time of permanent appointment, whichever comes first. The appointing authority shall have the responsibility for the verification of the valid pistol permit which may be checked and maintained throughout the course of employment in this title.
4. Incumbents must have completed an approved municipal police basic training program pursuant to section 209-g of the General Municipal Law within six (6) months from the date of hire or by the time of permanent appointment, whichever comes first.