

SENIOR CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical criminal investigation work of a difficult nature that involves a selection of the methods and resources when making inquiries and establishing and correlating facts concerning complaints and criminal activity. The essential purpose is to investigate and assemble valid evidence to assist in the legal work of the District Attorney. This position is distinguished from Criminal Investigator by the responsibility for the investigation of more difficult cases and the independence involved in the use of technical skills to conduct investigations. Supervision is received from the Chief Criminal Investigator and work guidance (e.g. lead work) is provided to Criminal Investigators. This work requires incumbents to be on call nights and weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in field investigations (e.g., interviews crime victims & witnesses, searches for and preserves physical evidence) of major crimes committed in the County including murders, robberies, aggravated felonious assaults, rapes, etc.;

Makes field investigations of gambling, narcotic and extortion cases;

Prepares evidence and interviews witnesses for Grand Jury presentations and County court trials;

Makes field and in-office investigations of fraud cases, especially, but not limited to cases referred directly from the Department of Social Services;

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

Prepares case progress reports;

Travels out of state on extradition proceedings and takes custody of prisoners;

Testifies in criminal proceedings, as necessary;

Maintains liaison with law enforcement agencies in order to exchange information and ensure the proper conduct of investigations;

May serve subpoenas and execute warrants of arrest;

May conduct audio, visual and other electronic surveillances.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of criminal investigation techniques and proceedings; good knowledge of the laws of arrest; good knowledge of rules of evidence and court proceedings; good knowledge of the New York State Penal Law and Code of Criminal Procedures; ability to organize and conduct difficult criminal investigations; ability to prepare and present precise written and verbal reports; ability to establish and maintain cooperative relations with local, New York State, and federal law enforcement agencies; ability to deal with people effectively; ability to use firearms.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years experience in law enforcement in a police department or agency, with at least two (2) years in criminal investigation.

NOTE: A college curriculum of Police Science, Criminal Justice, Criminal Law, or related field may be substituted for up to two (2) years of the required experience on a year-for-year basis, except that there must be one (1) year of experience in criminal investigation.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license.

PROMOTION: Two (2) years of permanent status as a Criminal Investigator.