

CHIEF CONFIDENTIAL CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and actively participating in all investigative work conducted by the District Attorney's Office. The work entails assembling evidence to assist in gaining a conviction in a Court of Law or to warrant a Grand Jury hearing preparatory to a possible indictment. Work is performed under the general supervision of the District Attorney with leeway allowed for the exercise of independent judgment to ensure the goals of the office are met. General or direct supervision is exercised over all Criminal Investigators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns and supervises the work of Confidential Criminal Investigators;
Plans procedures to be followed in investigating complaints or violations of the Penal Law;
Oversees and actively participates in investigating, collecting and correlating evidence, exhibits, statements of witnesses, and reports findings;
Prepares evidence for presentation to the Grand Jury and to the Courts;
Reviews criminal investigators' work and ensures that they are appropriately trained for their assignment;
Maintains records and reports on the use of all technical equipment, and ensures that the equipment is in good working condition and repair;
Supervises the assignment, distribution and maintenance of undercover vehicles;
Confers with prosecuting attorneys regarding cases and needed investigative activity;
Assists and acts as liaison between the District Attorney and police agencies;
Gives competent testimony in all Courts;
Develops and maintains a good working relationship with all segments of the criminal justice community;
Prepares and maintains concise, complete and accurate records and reports;
Develops and maintains contact with confidential sources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of procedures, methods and techniques of criminal investigation; thorough knowledge of the New York State Vehicle and Traffic Law, Penal Law and Code of Criminal Procedures;
Ability to plan and direct the work of investigative staff;
Ability to prepare and maintain accurate records and reports;
Persistence in following up all leads and sound judgment in weighing evidence uncovered;
Resourcefulness in conducting investigations;
Demonstrated capacity to work effectively with all segments of the Criminal Justice community;
Demonstrated capacity to excel in investigative work;
Good moral and ethical character;
Integrity;
Industrious and able to work without close supervision;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and six (6) years of experience as a police officer, at least four (4) years of which included criminal investigative work experience; or:
- B) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university and eight (8) years of experience as a police officer, at least four (4) years of which included criminal investigative work experience; or:
- C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as a police officer, at least four (4) years of which included criminal investigative work experience; or:
- D) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

SPECIAL REQUIREMENT:

Possession of a valid New York State Drivers License at time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.