

CONFIDENTIAL CRIMINAL INVESTIGATOR

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DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting criminal investigations initiated as the result of a complaint received or as the aftermath of a crime actually committed. The investigator may work alone and at odd hours in the capacity of an undercover agent or in cooperation with the Sheriff's Office and/or Federal, State and local police jurisdictions. Responsibilities include the assemblage of sufficient evidence in the form of statements of witnesses or preparation of exhibits 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 with considerable independent judgment with only general supervision from the District Attorney or his staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists attorneys in the District Attorney's Office in the preparation of cases for prosecution;
Conducts assigned investigations as directed by a competent authority, in a prompt and correct manner;
Prepares concise, complete and accurate reports regarding investigations;
Responsible for the proper handling of evidence to insure its admissibility in court;
Executes court orders including warrants of arrest;
Responsible for the protection and security of witnesses;
Conducts physical and/or technical surveillance;
Locates and develops witnesses capable of producing legally admissible evidence in court;
Testifies competently and professionally in any court venue;
Maintains full awareness of all important matters concerning law enforcement in Erie County and furnishes such information to supervisor;
Develops and maintains contacts with confidential sources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of procedures, methods and techniques of criminal investigation; good knowledge of the New York State Vehicle and Traffic Law, Penal Law and Code of Criminal Procedures; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university and four (4) years of experience as a police officer, at least three (3) years of which included criminal investigative work experience; or:

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B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as a police officer, at least three (3) years of which included criminal investigative work experience; or:

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

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

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