

Department: District Attorney
Classification: Exempt (pending CSC approval)
Grade:

SPEC DISK B9
DOCUMENT 93

INVESTIGATOR (DISTRICT ATTORNEY) PART TIME

DISTINGUISHING FEATURES OF THE CLASS:

This is investigative work in the office of the District Attorney involving investigation of crimes, interrogation of suspects and witnesses, the gathering of evidence, and other crime detection duties. Under the supervision of the District Attorney, the employee exercises considerable judgement in the conduct of investigations to which assigned. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Secures and reports facts and information for the District Attorney for use in presentation to the Grand Jury in regard to felony and indictable misdemeanor cases;
Meets with and interviews suspects, witnesses, complainants, and other in order to obtain specific information relating to the investigation;
Evaluates information gathered and makes conclusions based on it;
Assists in the preparation and prosecution of criminal cases brought to trial after indictment in County and Supreme Court;
Acts as a liaison between the District Attorney's office and the various municipal police agencies;
Compiles statistical data on various facets of criminal activity;
Maintains appropriate files on cases under investigation;
Testifies in court regarding the investigations conducted and the evidence collected;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Penal Law and major offense investigation techniques, specifically as it applies to homicides, violent felony offenses and narcotics investigations;
Good knowledge of Essex County geographical area and of the multiple police agencies working in Essex County;
Good knowledge of investigative techniques;
Good knowledge of interviewing techniques;
Good knowledge of how evidence, statements, and affidavits are used in investigative work;
Working knowledge of laws, rules and regulations as they apply to law enforcement situations, particularly to the New York State Penal and Criminal Procedures Law;
Working knowledge of the legal requirements for gathering and reporting evidence;
Working knowledge of basic legal terminology;
Ability to conduct interviews and interrogations;
Ability to prepare clear, accurate, complex investigative reports;
Ability to be courteous yet firm with the public;
Ability to remember facts and information;

Ability to express one-self clearly, both orally and in writing;
Ability to use good judgement when conducting interviews;

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Ability to analyze and evaluate information;
Ability to understand and interpret written material in the fields related to investigation;
Ability to remain calm and act effectively in tense and potentially dangerous situations;
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys experts and informants;
Ability to use and care for firearms;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in criminal justice, and 2 years experience in police work which shall have been in the investigation of violent felony or narcotic cases; OR

B) Graduation from a regionally accredited or New York State registered college with an Associate Degree in criminal justice, and 4 years experience in police work, 2 of which shall have been in the investigation of violent felony or narcotic cases; OR

C) 6 years experience in police work, 2 of which shall have been in the investigation of violent felony or narcotic cases; OR

D) An equivalent combination of training and experience as indicated in A), B), and C) above.

SPECIAL REQUIREMENT: Possession of a Class 5 driver's license issued by the State of New York is necessary at the time of appointment.

Special Requirement:

Incumbents in this position are required to be residents of Essex County at the time of appointment

Spec created 3/26/03