

Department: Public Defender  
Classification: Exempt (pending SCS approval)  
Grade:

SPEC DISK B9  
DOCUMENT 94

**INVESTIGATOR (Public Defender)**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for investigating criminal matters for Public Defender clients. The work includes interviewing witnesses and verifying information given by clients. The work is performed under general supervision, with wide leeway allowed in planning and carrying out work assignments. Supervision of others is not a regular responsibility of this position. The incumbent does related duties as required.

**TYPICAL WORK ACTIVITIES:**

Secures and reports facts and information for the Public Defender for use in defense of clients in regard to felony and misdemeanor cases;  
Meets with and interviews, 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 defense of criminal cases brought to trial in County, Town, Village and Supreme Court;  
Acts as a liaison between the Public Defender'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;

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:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND;

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree with a major in Criminal Justice, Sociology, Political Science, Psychology or other Social Science AND two (2) years of full-time, paid experience in social work or in a position involving substantial contact with the public either in Criminal Justice, Probation, or Social Work; OR

B) Four (4) years experience as described in A above; OR

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

**SPECIAL REQUIREMENTS:**

A) Possession of an appropriate valid New York State driver's license at the time of appointment.

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