

INVESTIGATOR (DISTRICT ATTORNEY)

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 Chief Investigator (DA), 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 all 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 all criminal cases brought to trial after indictment in County and Supreme Courts;

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;

WHEN ASSIGNED TO A SCHOOL DISTRICT:

Provides law enforcement services to the school, school grounds, and areas adjacent to the school; Available for conferences with students, parents and staff regarding law enforcement concerns;

Make appropriate referrals to juvenile authorities or other governmental agencies;

Establish and maintain a close partnership with school administrators in order to provide for a safe school environment; Will develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities;

Must be visible within the school community. Attend and participate in school functions. Build working relationships with school staff, students and parents;

Assist school administrators in emergency crisis planning and building security matters;

Work closely with teachers in designing and presenting law related topics and the role of law enforcement officers in our society;

Promote the profession of Police Officer and be a positive role model for the students;

Will be assigned Investigator (DA) duties and work activities when not assigned to work at the designated school(s).

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 criminal and education laws;

Good knowledge of Broome County geographical area and of the multiple police agencies working in Broome 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:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice, and five (5) 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 or 60 credit hours in criminal justice, and seven (7) years' experience in police work, five (5) of which shall have been in the investigation of violent felony or narcotic cases; OR
- C) Nine (9) years' experience in police work, five (5) 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: Must be a New York State certified Police Officer, with permanent status gained exclusively through an appointment from a New York State Police Officer eligible list as defined by Section 58(3) of New York State Civil Service Law.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle Operator's License.

R531

9/1/16

Revised 8/18/21