Herkimer County

INVESTIGATOR (District Attorney)

DISTINGUISHING FEATURES OF THE CLASS: This is plain-clothes investigative work in the office of the District Attorney involving responsibility for the 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 incumbent exercises considerable judgment in the conduct of investigations assigned. The incumbent is a Police Officer as defined under the New York State Criminal Procedure Law. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Obtains information and secures evidence necessary for the arrest of persons alleged to have committed crimes;
-Visits specific locations in order to obtain evidence;
-Interviews suspects, victims and witnesses to obtain evidence;
-Appears as a witness in court and before grand juries;
-Conducts investigations into the possession and sale of controlled substances and related criminal activities;
-Uses modern surveillance techniques and devices;
-Searches for and seizes illicit controlled substances;
-Arrests suspects and interviews witnesses to alleged crimes;
-Works with other law enforcement agencies and confidential informants;
-Prepares accusatory instruments following arrest for use in prosecuting criminal activity;
-Prepares written reports and statements to enable investigations to continue or conclude;
-Conducts preliminary field testing on unknown substances to determine the presence of controlled substances;
-Preserves physical evidence for storage, inventory and shipment to crime laboratories for analysis;
-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 others in order to obtain specific information relating to the investigation;
-Evaluates information gathered and makes conclusions thereon;
-Assists in the preparation and prosecution of criminal cases brought to trial after indictment in County and Supreme Courts;
-Acts as a liaison between the District Attorney's office and 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 techniques and procedures in conducting criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; good knowledge of how evidence, statements, and affidavits are used in investigative work; good knowledge of investigative interviewing techniques; 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 and criminal procedure law; skill in conducting criminal investigations; 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 read and write English; ability to establish and maintain cooperative and effective work 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; ability to remember facts and information; ability to express oneself clearly, both orally and in writing; ability to use good judgment when conducting interviews; ability to analyze and evaluate information; ability to understand and interpret written material in the fields related to investigation; ability to use a personal computer, VCR and camcorder; ability to remain calm and act effectively in tense and potentially dangerous situations; keenness of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER - (A) Graduation from a regionally accredited or New York State registered college or university with an Associate degree in criminal justice, criminology or police science and one year of experience as a Police Officer, Deputy Sheriff or other law enforcement officer involving the conduct of field investigations;

OR - (B) Graduation from high school and three years of experience as outlined in (A) above;

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

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

Exempt Class Adopted 09/15/94 Personnel Officer