

CHIEF CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney, an incumbent in this class is responsible for investigative work conducted by the District Attorney's Office. This involves assigning, supervising and participating in the assembling of evidence 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 independence and involves frequent contact with other law enforcement agencies. Supervision is exercised over a small number of Criminal Investigators. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns and supervises the work of Criminal Investigators;

Plans procedures to be followed in investigating complaints received by the District Attorney's Office;

Plans investigations of violations of the Penal Law;

Conducts investigations, collecting and correlating evidence, exhibits, statements, and reports findings;

Obtains statements of persons suspected of having committed a crime and statements of witnesses to the crime;

Prepares and tags exhibits for presentation to the Grand Jury and to the Court;

Operates and records evidence with special equipment (wire tapping, etc.);

Makes reports to and testifies before Grand Juries and Courts;

In cooperation with the Medical Examiner, investigates all homicides, automobile deaths and suspicious deaths;

Attends all autopsies of homicide and suspected homicide victims;

Acts as liaison between District Attorney and 44 Police Departments in the County;

Maintains records on investigations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures, methods and techniques of criminal investigation; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, Education Law, and Public Health Law; ability to plan, supervise and carry out criminal investigations; ability to cooperate with other law enforcement agencies; thoroughness; resourcefulness; tact; good judgment; highest integrity; excellent moral character; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and ten years of experience in law enforcement or investigative work, six of which must have been in criminal investigation.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.