

## CONFIDENTIAL INVESTIGATOR TO DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, conducts investigations of the highest sensitivity assisting the District Attorney in his or her responsibilities to the Governor, the County Executive, the Judiciary and the public. This class, due to the special nature of the assignments, works independently and reports directly to the District Attorney. Supervision is not a regular requirement but investigators may be assigned on a task basis. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts background investigations of prospective public officials;

Performs investigations related to homicides committed in the county;

Submits detailed reports concerning findings of fact and including supporting evidence; uses modern devices and equipment to gather information and evidence;

Conducts surveillance as required;

Investigates complaints made against public officials throughout the county;

Maintains special contacts to assist in the gathering of information;

Cooperates with State and local law enforcement agencies on the investigation of homicides, conspiracies and confidential matters;

Keeps abreast of developments in the criminal investigative field.

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

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of experience in law enforcement or investigative work, two of which must have been in criminal investigation.

SUBSTITUTION: Satisfactory completion of 30 credits\* toward a College Degree\* may be substituted on a year for year basis for up to four years of the above experience, but not for the specialized experience.

\*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.

West. Co.  
J. C.: Exempt†  
WPP198  
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Job Class Code: D0005  
Job Group: Flat rate