

## DEPUTY CHIEF CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises and performs investigations of complaints which are handled through the District Attorney's Office. Under general supervision, an incumbent of this position assists in coordinating the operations of the District Attorney's Criminal Investigation Unit. Responsibilities include assisting in the supervision of Criminal Investigators in assembling evidence in order to contribute to gaining a conviction in a Court of Law or to warrant a Grand Jury hearing preparatory to a possible indictment. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

### IF ASSIGNED TO CRIMINAL INVESTIGATIONS UNIT:

Reviews and coordinates operations and is responsible for the discipline and efficiency of all assigned personnel;

Performs the duties and responsibilities of the Chief Criminal Investigator in his absence;

Assists in the allocation of investigative personnel to investigations being conducted by the District Attorney's Office;

Exercises general supervisory responsibilities over senior criminal investigators in the performance of their duties related to criminal cases;

Assists in evaluations and applies job performance criteria to the work of subordinate members of the Investigative Unit;

Develops intelligence, procedural and tactical plans for use as operating guidelines by assigned personnel; directs raids and supervises police activities during investigations and raids;

Participates in liaison conferences with representatives of other law enforcement agencies;

Assists Federal, State and Local enforcement agencies with investigations and maintains a good working relationship with the above agencies;

Receives information and prepares reports of findings of investigations and/or other significant matters within area of operations;

Supervises and assists with administrative details pertaining to departmental reports, operations, maintenance, files, equipment and personnel;

Oversees preparation and submission of reports, making a daily review of such reports and bringing all exceptional matters to the attention of the Chief Criminal Investigator;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervises searches for circumstantial and physical evidence, wire tapping to obtain leads in gathering evidence, service of subpoenas and execution of warrants of arrest;

Supervises the investigations of places and locations pertaining to complaint cases;

Supervises the handling of equipment charged to the District Attorney's Office and is held accountable for the necessary maintenance and repairs of same;

Assists in the assessment of Unit's needs and participates in the preparation of annual budget requests.

IF ASSIGNED TO ACCOUNTING FORENSIC:

Devises tactical plans and a proper methodology appropriate to each case, to investigate white collar crime, organized crime and public integrity cases;

Examines and analyzes financial records, reports and documents to determine whether a theft of money or assets has occurred; or whether financial records have been altered to improperly reflect the current state of affairs of a business;

Collects financial evidence and participates in the interview of witnesses, in support of the investigation;

Prepares and submits accounting and audit reports in support of the findings of the investigation;

Defines and carefully follows a disguised trail of funds from illegal transactions in the investigation of money laundering cases;

Provides expert testimony before the Grand Jury and trials of the Superior Courts and local courts in Westchester County, as requested;

Provides expert assistance and counsel to Federal, State and local enforcement agents with investigations of financial fraud;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures, methods, and techniques of criminal investigation; thorough knowledge of wiretapping devices and procedures; knowledge of the general organization and operation of the District Attorney's Office; knowledge of the New York State Penal Law and Criminal Procedure Law, ability to plan, supervise and carry out criminal investigations; ability to deal with people; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; thoroughness; resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* and eight years of experience in law enforcement or investigative work, four of which must have been in criminal investigation; or (b) eight years of experience in criminal investigations, four of which must have been at a supervisory or administrative level.

\*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.