

MANAGEMENT ASSISTANT (INVESTIGATION)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the County Attorney, an incumbent of this class conducts investigations to accumulate evidence to assist the County Attorney in rendering legal counsel and representation on behalf of Westchester County. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Obtains statements as needed from witnesses or other parties relevant to a case and issues progress reports to the County Attorney as directed;

Follows up on all leads relevant to potential or pending civil litigation;

Prepares and tags litigation exhibits for use in pending court cases;

Provides assistance to the County Attorney's professional staff;

Maintains contact with various law enforcement agencies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures utilized in conducting confidential investigations involving potential or pending civil litigation; good knowledge of the investigative agencies available at local, State and Federal levels; ability to plan and conduct investigations; ability to elicit information through interrogative techniques; ability to prepare detailed reports; perception; thoroughness; resourcefulness; highest integrity; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and two years of investigative experience; or (b) a high school or equivalency diploma and four years of law enforcement or investigative experience.

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