

INVESTIGATOR OF THE MAJOR FELONY CRIME TASK FORCE

Distinguishing Features of the Class: The work involves responsibility for conducting investigative work in the Office of the District Attorney. The position involves investigation of crimes, interrogation of suspects and witnesses, collecting and preserving evidence, and other related crime detection duties. The incumbent is also responsible for acting as a liaison between the District Attorney's Office and various law enforcement agencies. The work is performed under the supervision of the District Attorney and Supervising Investigator of the Major Felony Crime Task Force with the understanding that Investigators will exercise independent judgment in planning and carrying out the details of the work. Does related work as required.

Typical Work Activities:

- Meets with and interviews suspects, witnesses, complainants and others in order to obtain specific information relating to the investigation;
- Testifies in court regarding the investigations conducted and the evidence collected;
- Gathers and evaluates information and makes conclusions;
- Assists in the preparation and prosecution of all criminal cases brought to trial after indictment in County and Supreme Courts;
- Acts as a liaison between the District Attorney's Office and the various Federal, State and municipal law enforcement agencies;
- Compiles statistical data on various facets of criminal activity;
- Maintains appropriate files on cases under investigation
- Investigates crimes, prepare and execute search warrants, make arrests, and collect evidence;
- Analyzing, processing, and assessing collected evidence.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of the techniques and procedures used in conducting criminal investigations;
- Good knowledge of the 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 legal terminology;
- Good knowledge of laws, rules and regulations as they apply to law enforcement situations, particularly to the New York State Penal and Criminal Procedures Law;
- Ability to conduct criminal investigations, interviews, and interrogations;
- Ability to prepare clear, accurate, complex investigative reports;
- Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants;
- Ability to care for and use firearms;
- Ability to remember and analyze facts and information;
- Ability to communicate effectively both orally and in writing;
- Physical condition commensurate with the demands of the position.

Investigator of the Major Felony Crime Task Force continued

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of experience in police work with eight (8) years of experience of drug investigation, preparing and executing search warrants, eavesdropping warrants and controlled buys. Two (2) years of supervisory experience. Applicant needs to have completed two (2) weeks of Drug Enforcement School, Basic Investigator's School, Basic Course for Police Officers, and New York State Evidence Technician Training or have five (5) years of experience in the Drug Task Force or similar unit.

12/15/2015

9/01/2015

CLASS: NON-COMPETITIVE, ++Confidential or Policy Influencing – approved State Civil Service Commission 06/16/2015