

DISTRICT ATTORNEY INVESTIGATOR

JOB CODE: 4040; NYSLRS: 02600E
DEPARTMENT: Tioga Co. District Attorney's Office
CLASSIFICATION: Exempt
SALARY: Non-union
ADOPTED: Reso.114-19, 04/19; Revised: 07/19 Tioga County Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is plain-clothes investigative work in the District Attorney's Office involving responsibility for the investigation of crimes, interrogation of suspects and witnesses, gathering of evidence, and other related duties. Incumbents are required to work in accordance with established practices and procedures and are required to be on-call 24 hours a day; may work nights and weekends. The work is performed under general supervision from the District Attorney or Assistant District Attorneys with a high degree of autonomy and considerable leeway allowed in independent judgment. The incumbent is a Police Officer as defined under the New York State Criminal Procedure Law, §1.20 (34), and will carry a handgun.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts criminal investigations, including interviews with witnesses, suspects, victims and/or defendants;
- Assists the District Attorney in confidential, high profile, and sensitive investigations;
- Checks criminal records for possible prior crimes;
- Investigates information obtained during interviews;
- Prepare narrative reports of information collected during interviews and investigations;
- Serves subpoenas, warrants and other legal documents as required;
- Secures and preserves evidence;
- Appears as a witness in court and before grand juries;
- Acts as liaison between the District Attorney's Office and other federal, state, and local police and prosecutorial agencies;
- Evaluates information gathered and makes recommendations based on it;
- Performs a variety of other related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern investigative techniques; good knowledge of interviewing techniques; good knowledge of Penal Law and Criminal Procedure Law; good knowledge of Federal laws regulating wiretaps and eaves dropping; working knowledge of the legal requirements for gathering and reporting evidence; ability to be firm yet courteous with the public; ability to prepare effective, accurate and concise oral and written reports; ability to communicate effectively both orally and in writing; ability to establish and maintain professional relationships; ability to maintain confidentiality; keenness of observation; honesty; integrity; tact; good judgment; trustworthy; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma and twenty (20) years of full-time police experience, six (6) years of which must have been as a felony level investigator / detective, and three (3) years of which must have been at the permanent rank of Sergeant or higher. Experience must have included the supervision of investigations and personnel. Police experience must have included felony level drug investigations, homicide investigations, and wiretap and eaves dropping investigations.

SPECIAL REQUIREMENTS:

1. Candidates must have current Certification from NYS Division of Criminal Justice Services (DCJS) showing validation of Police Officer Registry status.
2. Candidate must have firearms certification and maintain for duration of employment.
3. Candidate must have valid driver's license and maintain for duration of employment.
4. Candidate must be Tioga County resident at time of appointment and maintain residency for duration of employment.