

CONFIDENTIAL DISTRICT ATTORNEY INVESTIGATOR I

Salary Range for Confidential DA Investigator I is \$46,699 to \$61,907

DISTINGUISHING FEATURES OF THE CLASS

The work involves conducting investigations and interviews to substantiate facts for cases being prepared by the District Attorney's Office. The Confidential District Attorney Investigator I will work in accordance with the established practices and procedures set forth by the District Attorney of Onondaga County and under the New York State Criminal Procedure Law. An employee in this class is on call 24 hours a day and is responsible for handling general felony cases as well as misdemeanor cases that require development. This work requires him/herto continue investigations that were commenced by various law enforcement agencies around the county. A person in this position will, on occasion, be assigned to assist in the development of segments of homicide cases that the District Attorney, Chief Assistant District Attorney and Senior Assistant District Attorneys prosecute or as directed by the Chief Investigator, as well as related work as required.

TYPICAL WORK ACTIVITIES

- Conduct felony and misdemeanor investigations as directed by the Chief Investigator and/or Assistant District Attorney.
- Conduct interviews and/or interrogations as needed to prepare case files.
- Prepare reports and investigations
- Affect the arrest and process of perpetrators, and prepare all reports and court documents for arraignment of procedures.
- Assists the District Attorney and Assistant District Attorneys in trial preparation of cases for and during
- Trace and locate witnesses and other missing persons.
- Prepares and executes subpoenas, search warrants, summonses, show court orders and citations as required.
- Collect and document evidence obtained during the course of an investigation; completes necessary laboratory forms to be submitted with evidence for analysis.
- Retrieve and handle evidence for trials.
- Testify in trial as an expert witness within the scope and training of investigative experience.
- Transport victim(s)/witnesses and delivers documents as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Search and Seizure, and Laws and Rules of Evidence.
- Complete understanding of Section 35.10 of the New York State Penal Law as it pertains to the Use of Deadly Force.
- Working knowledge of modern investigative techniques.
- Working knowledge of the techniques and procedures involved in establishing legal action in court.
- Working knowledge of the techniques involved in serving legal papers.
- Ability to conduct detailed confidential investigations.
- Ability to prepare clear and accurate oral and written reports.
- Ability to analyze findings and recommendations.
- Physical condition commensurate with the demands of the position.
- Possess a valid and offense free New York State Driver's License.
- Not have any criminal history within the 50 United States or while serving with a component of the United States Armed Forces.

MINIMUM QUALIFICATIONS

- Six years (6) years of work experience as a Police Officer having successfully completed the basic course for Police Officers approved by the Municipal Police Training Council, or its equivalent.
- Four (4) years of work experience in a criminal investigations division as a detective/investigator handling investigations, gathering evidence and/or conducting investigations in one of the following areas: narcotics, homicides, gang-related or domestic violence, missing persons or economic fraud.
- Proficient in firearms and qualified to operate both a pistol and shotgun type weapon. Must maintain semi-annual firearm proficiency qualifications as directed by the Division of Criminal Justice Services.