

## **CONFIDENTIAL DISTRICT ATTORNEY INVESTIGATOR III**

**Salary Range for Confidential DA Investigator III is \$58,691 to \$77,804**

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves assisting with directing and coordinating the activities of the District Attorney's Investigative Bureau. An Investigator III supervises the work of the investigative staff, assigns cases, and provides technical assistance regarding investigative techniques. An Investigator III works 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. This class differentiates from an Investigator I & II in that an Investigator III is involved in handling the most serious felony cases; work with senior attorneys in the District Attorney's Office, and handle homicide investigations which are either open or there is a defendant in custody, or other felony cases that are very intricate in nature and demand deliberate work. An employee in this class works most closely with other law enforcement agencies in Onondaga County, Central New York, and New York State. An employee in this position is also assigned to work with the District Attorney or Chief Assistant District Attorney on homicide cases that they prosecute. An Investigator III does related work as assigned.

### **TYPICAL WORK ACTIVITIES**

- Conduct 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.
- Collect and document evidence obtained during the course of an investigation; complete necessary laboratory forms to be submitted with evidence for analysis.
- Assign investigations and oversee daily office operations within the Investigations Bureau.
- Assist the District Attorney and Assistant District Attorneys in trial preparation of cases for and during trial.
- Retrieve and handle evidence for trial.
- Trace and locate witnesses and other missing persons.
- Prepare and execute subpoenas, search warrants, summonses, show court orders, and citations as required.
- Collect and document evidence obtained during the course of an investigation; complete 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.
- Demonstrate positive leadership and supervisory skills.
- 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**

- Fifteen (15) 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.
- Ten (10) 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 OR four (4) years as a Confidential District Attorney Investigator I.
- Ten (10) years of work experience as a supervisor of an investigative team.
- Two (2) years tenure in the position of Confidential District Attorney Investigator II.
- 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.