

CONFIDENTIAL CHIEF DISTRICT ATTORNEY INVESTIGATOR

Salary Range for Chief Confidential DA Investigator is \$84,832 to \$122,459

DISTINGUISHING FEATURES OF THE CLASS

The position of Chief Investigator differentiates from an Investigator I, II, & III in that it is an administrative position serving in a supervisory capacity overseeing the staff of the Investigations Bureau. A Chief Investigator assigns cases, coordinates work schedules and leave time, and provides technical assistance regarding investigative techniques. A Chief Investigator conducts complex, sensitive, high-profile investigations as directed by the District Attorney and/or the First Chief Assistant District Attorney and 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. An employee in this position serves as a liaison with other law enforcement agencies at the federal, state, and local levels.

TYPICAL WORK ACTIVITIES

- Designate case assignments to District Attorney's Office Confidential District Attorney Investigators.
- Ensure investigations are conducted and completed in a timely manner.
- Examine evidence and investigative reports and documentation to warrant proper submission on court cases.
- Prepare, develop, and implement procedures for investigative activities and assignments. Coordinate schedules and leave time for investigative staff.
- Coordinate scheduling and registration for Confidential District Attorney Investigators attending seminars, conferences, and training, including but not limited to firearm training.
- Conduct complex, sensitive or high-profile investigations as directed by the District Attorney or First Chief Assistant District Attorney.
- Facilitate downloading of Body Worn Camera (BWC) evidence.
- Serve as liaison to members of federal, state, and local law enforcement agencies.
- Coordinate inmate transport with area prisons for Orders to Produce, Grand Jury proceedings, debriefings, and trials.
- Direct District Attorney Confidential Investigators to work with other law enforcement agencies to attend debriefings.
- Re-examine homicide cases classified as cold cases as directed by the District Attorney or the First Chief Assistant District Attorney.
- Participate in interviews of prospective employees as directed.
- On-call 24 hours a day, seven (7) days a week.

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

- Twenty (20) 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.
- Fifteen (15) 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 person or economic fraud.
- Fifteen (15) years of work experience as a supervisor of an investigative team.
- Five (5) years tenure in the position of Confidential District Attorney Investigator III.
- 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.
- Must maintain and qualify semi-annual firearm proficiency qualifications as directed by the New York State Department of Criminal Justice.