

## **CONFIDENTIAL DISTRICT ATTORNEY INVESTIGATOR III (NON-COMPETITIVE)**

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

The work involves responsibility for assisting in directing and coordinating the activities of the District Attorney's Investigative Staff. The incumbent supervises the work of the Investigative Staff and provides technical assistance regarding investigative techniques. The 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 Investigator's III are 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. Employees in this class work most closely with other law enforcement agencies in Onondaga County, Central New York and New York State. These investigators are also assigned to work with the District Attorney or Chief Assistant District Attorney on homicide cases that they prosecute. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

- Conducts investigations as directed by the Chief Investigator and/or Assistant District Attorney.
- Conducts interviews and/or interrogations as needed to prepare case files as directed by the Chief Investigator.
- Conducts personnel investigations as assigned by the District Attorney, which include the investigation of police corruption and/or misconduct.
- Performs administrative duties as may be assigned by the District Attorney and Chief Investigator.
- Prepares and executes subpoenas, search warrants, summonses, show court orders and citations as required.
- Coordinate task forces and plans raids as designated by the Chief Investigator.
- Prepares affidavits in support of court orders relative to the execution of eavesdropping warrants as well as search warrants as they pertain to individual investigations.
- Collects and documents and evidence obtained during the course of an investigation; completes necessary laboratory forms to be submitted with evidence for analysis.
- Retrieves and handles evidence for trials.
- Testifies in trials as an expert witness within the scope and training of investigative experience.
- Assists in planning and conducting the training of investigative personnel.
- Assists the District Attorney and Assistant District Attorneys in preparation of cases for and during trials.
- Provides expert testimony as needed in trial regarding narcotics, gambling, extortion, embezzlement and Special Victim type crimes.
- Serves subpoenas, warrants, summonses, show court orders and citations.
- Traces and locates witnesses and other missing persons.
- Transports victims/witnesses and other 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 Laws and Rules of Evidence.
- Thorough knowledge of modern investigative techniques.
- Good knowledge of the techniques and procedures involved in establishing legal action in court.
- Good knowledge of 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.
- Ability in the use and care of firearms.
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

- Twelve years (12) years of work experience, or its part-time equivalent, as a Police Officer having successfully completed the basic course for Police Officers approved by the Municipal Police Training Council, or its equivalent, **and** ten (10) years of work experience in criminal investigations as a detective/investigator 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
- Two (2) years of permanent status as a Confidential Investigator II or four (4) years of permanent status as a Confidential Investigator I.

### **SPECIAL NECESSARY REQUIREMENT**

- Must possess a valid and offense free New York State Driver's License.
- Must maintain semi-annual firearm proficiency qualifications as directed by the Division of Criminal Justice Services.
- Candidate must not have any criminal convictions.