

DUTIES STATEMENT

CONFIDENTIAL INVESTIGATOR

TOMPKINS COUNTY

Department District Attorney
Classification Competitive
Labor Grade Management Grade P (86)
Approved Res. #21 of 2011
Revised _____
By AF: Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for conducting investigations and interviews to substantiate facts for cases being prepared by the District Attorney's Office. The position of Confidential Investigator requires the handling of high profile and sensitive cases, which include homicide investigations and investigations of official misconduct or other malfeasance by public officials or county employees. The position of Confidential Investigator will also require investigation of crimes against revenue and all types of fraud. He or she will work in accordance with the established practices and procedures set forth by the District Attorney of Tompkins County and under the NYS Criminal procedure Law. A high degree of autonomy is required to effectively carry out the duties and responsibilities of this position. As a result, there must be a high level of trust and confidence between an incumbent of this position and the District Attorney. An employee in this class is on call 24 hours a day and is responsible for assisting and aiding the District Attorney with ongoing case investigation and preparation. An employee in this class is assigned difficult, complex and specialized criminal investigations. The Confidential Investigator aids the District Attorney and Assistant District Attorney's with trial preparation, including court testimony, regarding evidence and confessional affidavits. This investigator is assigned proactive and reactive investigations and must maintain a high level of respect and knowledge within the police community in order to accomplish the desired results, which are only obtainable with years of experience and a solid network. An employee in this class works under the general direction of the District Attorney and will enjoy the full trust and confidence of the District Attorney. Supervision of others is not generally a function of this class, although an Investigator will lead all investigations. The incumbent will perform all related duties as required.

TYPICALWORK ACTIVITIES:

Conducts investigations as requested by the District Attorney;
Conducts interviews and/or interrogations as needed to prepare case files in support of the District Attorney, Deputy or Assistant District Attorneys efforts;
Prepares reports of investigations;
Assists the District Attorney and Assistant District Attorneys in preparation of cases for and presentation of cases to Grand Jury and at trials;
Serves subpoenas, warrants, summonses, show cause orders, and citations as required;
Maintains evidence received by the District Attorney's office;
Transports victims/witnesses and documents as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Penal Law, Criminal Procedure Law, Search and Seizure Laws, and Rules of Evidence;
Good 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;

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DUTIES STATEMENT

CONFIDENTIAL INVESTIGATOR (CONTINUED)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Skill in performing investigations and interrogations;

Ability to maintain a close, personal and confidential relationship with the District Attorney in order that s/he has the utmost confidence in this employee's ability to conduct confidential investigations in support of the District Attorney's positions;

Ability to establish rapport with, and to work effectively with, other members of the law enforcement community;

Ability to prepare clear and accurate oral and written reports;

Ability to analyze findings and make solid recommendations;

Honesty, integrity, accuracy, discretion and excellent judgment are all required personal characteristics.

SUGGESTED MINIMUM QUALIFICATIONS

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department or sheriff's office, which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department or sheriff's office, which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department or sheriff's office, which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

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