

## INVESTIGATOR-COUNTY ATTORNEY'S OFFICE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing investigations on highly sensitive matters including acts of juvenile delinquency committed by and against children, including sexual and interfamilial acts and actions by persons in need of supervision. The investigator assists the Ulster County Attorney and Assistant County Attorney's by visiting scenes of criminal acts to gather evidence, including photographs and individuals' statements to assist with courtroom prosecution of cases. The work requires a high degree of confidentiality. The investigator must be diligent in their record keeping and carefully document whatever evidence he/she finds, allowing an attorney to effectively use it in court, and must be available to offer testimony in court. The investigator will also assist the attorney to prepare and serve legal documents, such as subpoenas. Supervision is received from the Ulster County Attorney. Considerable leeway is allowed for the exercise of independent judgment in the details of the work. Supervision is not exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Investigates acts of juvenile delinquency;

Reviews police records, arrest reports, evidence and other material to analyze and gather information on acts of juvenile delinquency;

Gathers evidence which includes visiting scenes of criminal acts, takes photographs, etc.;

Conducts interviews and takes statements from individuals;

Assists the County Attorney and Assistant County Attorney's with preparations of cases for trial;

Maintains careful and detailed records of investigations, findings, research and other applicable information;

Obtains and preserves records from law enforcement agencies;

Provides court testimony as necessary;

Locates witnesses and serves subpoenas and other legal documents.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of investigative techniques; good knowledge of criminal law and criminal procedure; good knowledge of interviewing techniques; skill in eliciting information from people; ability to maintain records and prepare narrative reports; ability to understand written material; ability to express oneself effectively, orally and in writing; ability to establish and maintain a rapport with victims and witnesses; ability to get

along well with others; ability to perform field work; willingness to work, on occasion, outside normal business hours; confidentiality; good judgment; honesty; tact.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; **AND**
- B. Ten (10) years of full-time paid or its’ part-time equivalent experience in criminal investigation work, case work or substantially similar work.

Special Requirement: Because this position requires considerable field work a candidate must either possess a valid New York State Driver License or demonstrate an ability to meet the travel requirements of the position.

ULSTER COUNTY  
3708 INVEST CA  
Classification: Competitive  
NUMGT

Adopted: January 9, 2019