

INVESTIGATOR, PUBLIC DEFENDER'S OFFICE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing investigations of criminal, family law, and parole cases that are assigned to the Public Defender's Office. The work requires a high degree of confidentiality. Beyond searching for and gathering evidence, an investigator will also help the attorney organize the information. The investigator must carefully document whatever evidence he/she finds, allowing an attorney to effectively use it in court, and rarely, the investigator may be called upon 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 Public Defender or an Assistant Public Defender. 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.

Interviews defendants, his/her relatives, and friends, police officers, witnesses and others who might have information on the case and takes sworn statements;

Reviews police records, arrest reports, evidence and other archival material in order to gather and analyze information on the crime;

Locates witnesses and serves subpoenas;

Prepares written narrative reports on cases handled;

Maintains detailed and accurate records of investigations;

Testifies in court recounting findings of investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of investigative techniques; good knowledge of court and jurisdiction related laws and procedures; 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 clients; ability to get along well with others; willingness to perform field work and to work, on occasion, unusual hours; honesty; tact; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; **AND**
- B. Ten (10) years of experience in criminal and civil investigation 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
3710 INVEST PD
Classification: Non-Competitive
NUMGT

Revised: June 21, 1994
Revised: July 10, 2015
Revised: April 6, 2016