

## **DISTRICT ATTORNEY INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for investigating highly sensitive matters that include public corruption, investigation of other police officers, fraud and abuse of the Department of Social Services revenue programs, child abuse and fatalities, domestic violence, crimes against children and interfamilial crimes. The incumbent is also responsible for assisting the District Attorney and Assistant District Attorney with the preparation of cases for trials, developing trial strategies, visiting crime scenes in order to assist in the courtroom prosecution of cases, deciphering and reviewing evidence, and is the liaison between the city, local, county and state policing agencies and maintain the information shared between these agencies. The work requires a high degree of confidentiality. Supervision is received from the District Attorney and the Assistant District 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 public corruption, and other police officers;

Investigates child abuse, child fatalities, and domestic violence;

May investigate fraud and abuse of the Department of Social Services revenue programs;

Assists the District Attorney (DA) and Assistant District Attorney (ADA) with the preparation of cases for trials,

Assists the DA and ADA in developing trial strategies, visiting crime scenes in order to assist in the courtroom prosecution of cases, processing, deciphering and reviewing evidence;

Acts as the liaison between city, local, county and state policing agencies and maintain the information shared between these agencies;

Performs office and/or field data collection/investigations, which may include undercover operations;

Conducts interviews and takes witness statements;

Reviews and analyzes data, reports, budgets and invoices for patterns of fraud, abuse or misrepresentations;

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

Obtains and preserves records from other law enforcement agencies;

Prepares charts, diagrams or other information for court presentation;

Provides court testimony as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of felony level criminal investigations; Good knowledge of investigative techniques as they apply to homicide, deaths and sex crimes; good knowledge of interviewing techniques; good knowledge of electronic covert surveillance techniques; skill in eliciting information from people; ability to maintain records and prepare narrative reports; ability to supervise the work of others; 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; ability to 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:** Either:

- A. Graduation from a regionally accredited college or university with a Bachelor's Degree in criminal justice and four (4) years of experience as a Police Officer which included extensive experience in felony level criminal investigations as an investigator/detective, two (2) years of which shall have involved the supervision of other Police Officers; **OR**
- B. Graduation from a regionally accredited college or university with an Associate's Degree in criminal justice and six (6) years of experience as described in (A) above, two (2) years of which shall have involved the supervision of other Police Officers; **OR**
- C. Possession of a High School diploma or GED and eight (8) years of experience as described in (A) above, two (2) years of which shall have involved the supervision of other Police Officers.

**Special Requirements:** 1) At time of appointment, a candidate for this position must possess a MPTC or equivalent certification\*. 2) 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.

**NOTE:** \*refers to the candidate's certification of completion of the Police Basic Course practice and procedures as set forth in NYCRR 6020, or recognized federal law enforcement academy.

ULSTER COUNTY  
2800 DA INVEST  
Classification: Non-Competitive  
MGT

Adopted: June 30, 2015  
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