

ASSISTANT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional support position involving legal and technical investigation work utilizing specific knowledge of State and County law and investigation procedures. The employee provides assistance with investigation support and documentation, requiring a high degree of accuracy and confidentiality to the professional legal staff assigned to the Operation IMPACT program at the Ulster County Office of the District Attorney. (Operation IMPACT supports the development of a local infrastructure to address the strategic anti-gang program in Ulster County.) The work also involves witness interviewing, organization of evidence and assistance in preparing the details involved with presenting a case in court. The work is performed under the general supervision of an Assistant District Attorney assigned to the Operation IMPACT program with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision over others is not normally a function of this position. 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.

Provides investigation assistance to the professional legal staff in the Office of the District Attorney in the development and implementation of Operation IMPACT's anti-gang program in Ulster County;

Performs legal research into criminal and case law, rules, regulations and policies to assist legal counsel in preparing for potential or on-going legal actions;

Maintains and updates Ulster County Operation IMPACT's files, including the development of a library of resources on anti-gang strategies;

Tracks the implementation of Operation IMPACT strategies, including the monitoring of goal posts established by the District Attorney;

Coordinates the gathering and sharing of data and information with other law enforcement agencies, other segments of the criminal justice community and civilian entities concerning the program's activities;

Interviews, reviews and records witnesses and victims of crimes to obtain background and evidentiary information in preparation for legal actions and court hearings;

Maintains and organizes evidence and helps coordinate witness' logistics in preparation for court hearings and legal actions;

Compiles and analyzes information gathered and prepares appropriate documentation in support of legal actions;

Prepares, reviews and proof reads a variety of legal documents for the use and presentation in a court of law to check for completeness, accuracy and proper legal format;

May perform interviewing or investigative work in the field, if necessary;

May assist in the preparation and maintenance of reports required by Federal, State and County agencies and ensure that such reports are filed in an appropriately timely manner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal research procedures and resources; good knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of legal terminology; good knowledge of the criminal justice system and criminal behavior; working knowledge of court procedures; working knowledge of computerized research and investigative techniques; ability to analyze complex and detailed written material; ability to organize material and prepare narrative and written reports; ability to establish and maintain effective working relationships with Federal, State and Local officials, private agencies, clients and the public; strong organizational skills; good judgment; confidentiality; tact; initiative; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Law, Paralegal Studies, Criminal Justice, Police Science or a closely related field and two (2) years of full-time work experience as a Paralegal or in a para-professional or higher-level position in the criminal justice system; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Legal Studies, Paralegal Studies, Criminal Justice, Police Science or a closely related field and four (4) years of full-time paid work experience as a Paralegal or in a para-professional or higher-level position in the criminal justice system; **OR**

C. An equivalent combination of training and experience as indicated in A or B above.

Note: Up to two (2) years of study of post-graduate Law at a regionally accredited or New York State recognized college or university may be substituted for the above indicated work experience, on a thirty (30) credits equals one year basis.

ULSTER COUNTY
0410 AST INVEST
Classification: Competitive
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