

## CHIEF DISTRICT ATTORNEY INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for overseeing the investigations of 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 prioritizes and delegates work to District Attorney Investigators, establishes policies and procedures, coordinates and drafts search warrants and subpoenas, acts as liaison to the local law enforcement community as well as the Medical Examiner's Office, and may also engage in assisting with the preparation of cases for trials, visiting crime scenes in order to assist in the courtroom prosecution of serious cases, and deciphering and reviewing evidence. The work requires a high degree of confidentiality. Supervision is received from the District Attorney with leeway allowed for independent decision. Supervision is exercised over District Attorney Investigators and other subordinate employees. 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, and supervises the investigations, of public corruption, and other police officers;

Investigates, and supervises the investigations, of child abuse, child fatalities, and domestic violence;

Assigns, supervises and evaluates the work of the District Attorney Investigators;

Establishes and implements policies and procedures, goals, objectives, programs and standards for the District Attorney Investigators to maximize efficiency;

Performs major crimes investigations to support prosecutions;

Oversees highly sensitive criminal and internal investigations;

Supervises the review and analysis of data, reports, budgets and invoices for patterns of fraud, abuse or misrepresentations;

Maintains operational and administrative records of the District Attorney Investigator staff;

Supervises and prepares charts, diagrams or other information for court presentation;

Liases with the Medical Examiner's Office;

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

May assist with the preparation of serious cases for trials;

May develop trial strategies, visit serious crime scenes in order to assist in the courtroom prosecution of cases, processing, deciphering and reviewing evidence;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides court testimony as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the procedures, methods and techniques of criminal investigation; thorough knowledge of the basic principles and practices of criminal prosecution; thorough knowledge of investigative techniques as they apply to homicide, deaths and sex crimes; good knowledge of electronic covert surveillance techniques; ability to maintain and ensure accurate records and reports; ability to give professional testimony in court or at inquests or hearings; ability to use computer applications or other automated systems; ability to supervise and delegate work within an interdisciplinary team; ability to understand and carry out difficult oral and written directions; ability to prioritize and effectively allocate time and resources; ability to develop and document standard operating procedures (SOP's); ability to establish and maintain effective working relationships with law enforcement, attorneys, technical support staff and vendors; ability to gain the confidence and cooperation of others; willingness to perform field work and to work, on occasion, unusual hours; ability to maintain confidentiality; honesty; initiative; good judgment; resourcefulness; tact.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's Degree in Criminal Justice or closely related field and six (6) years of progressively responsible experience as a Police Officer which included extensive experience in felony level criminal investigations as an investigator/detective, three (3) years of which shall have involved the supervision of other Police Officers responsible for conducting criminal investigations; **OR**
- B. Possession of an Associate's Degree in Criminal Justice or closely related field and eight (8) years of progressively responsible experience as a Police Officer which included extensive experience in felony level criminal investigations as an investigator/detective, three (3) years of which shall have involved the supervision of other Police Officers responsible for conducting criminal investigations; **OR**
- C. Possession of a high school diploma or a high school equivalency diploma and ten (10) years of progressively responsible experience as a Police Officer which included extensive experience in felony level criminal investigations as an investigator/detective, three (3) years of which shall have involved the supervision of other Police Officers responsible for conducting criminal investigations.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**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  
1186 CH DA INV  
Classification: Proposed Non-Competitive (PIC)  
MGT

Adopted: February 13, 2023