

DISTRICT ATTORNEY'S CONSUMER AFFAIRS INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for receiving and investigating complaints of alleged elder abuse, white collar crimes, and the corruption of local officials, government employees, and government contractors (public integrity crimes). This position is located in the Ulster County District Attorney's Office, Consumer Affairs Division, Elder Abuse, White Collar Crime and Public Integrity Unit. The incumbent is also solely responsible to the Ulster County District Attorney's Division of Consumer Affairs to ensure the security of investigations due to the sensitivity of the allegations. The work requires a high degree of confidentiality. Supervision is received from the Chief Assistant District Attorney and the Director of Consumer Affairs. 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.

Receives and investigates complaints of alleged elder abuse, white collar crimes and the corruption of local officials, government employees, and government contractors (public integrity crimes), that are reported to the Ulster County District Attorney's Office, Consumer Affairs Division, Elder Abuse, White Collar Crime and Public Integrity Unit;

Interviews victims, his/ her relatives, and friends, police officers, witnesses and others who might have information on the alleged crimes;

Reviews, evaluates, and preserves records for any case that would be handled by the Ulster County District Attorney's Office, Consumer Affairs Division, Elder Abuse, White Collar Crime and Public Integrity Unit;

Reviews police records, arrest reports and other archival material in order to gather information on the alleged crimes;

Coordinates and works with other law enforcement agencies on all aspects of police work, including undercover investigations as they relate to the corruption of local officials, government employees, and government contractors (public integrity crimes);

Obtains and preserves records from other law enforcement agencies;

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 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. Five (5) years of experience in criminal and civil investigation work as a Police Detective or Private Investigator 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
2803 DA CA INV
Classification: Competitive
NUMGT

Adopted: 12/12/2007