



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Detective Lieutenant**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Sheriff's Office
Adoption: CSM 8/12/98
Revised: CSM 06/19/02; 8/11/04; re-titled 8/11/04; 1/10/07; 2/14/07; re-titled 3/14/07,
6/11/08, 3/11/09, 11/13/13, 06/21/18

DISTINGUISHING FEATURES OF THE CLASS:

This is the senior level detective position and involves responsibility for the coordination and supervision of all investigative requests and criminal investigations conducted by the Sheriff's Office. The incumbent is responsible on a daily basis to the Under-Sheriff. Supervision is exercised over all professional staff. The incumbent works in accordance with established practices and procedures set forth by the Cayuga County Sheriff's Office, and personally conducts confidential investigations requested by the Sheriff, Under-Sheriff or other designated supervisor. Does related work as required or directed.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts at the request and on behalf of the Sheriff, Under-Sheriff or other designated supervisor when conducting sensitive investigations;
Coordinates all requests for investigative assistance throughout the Sheriff's Office;
Prepares work schedules that provide adequate coverage for the Criminal Investigations Division and equitable distribution of the workload;
Directs the activities of investigative personnel under his/her supervision by issuing such oral and written orders as may be necessary to achieve maximum efficiency;
Investigates information obtained during interviews and/or interrogations;
Conducts criminal investigations including interviews with witnesses, suspects, and/or defendants;
Gives testimony in Court as required;
May serve subpoenas, warrants, and other legal documents;
Supervise the prompt submission of all required reports in CID. Insure completeness of investigative detail, development of all possible leads, accuracy, clarity and compliance with instructions;
Personally reviews, approves, and initials all reports concerning important matters in cases adopted by CID;
May supervise the securing, marking and submitting of evidence;
Maintains an adequate tickler file to assure a regular check on pending official matters;
Develops and maintains a good relationship with all segments of the criminal justice system and news organizations within the county.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of investigative and interviewing;
Thorough knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;
Thorough knowledge of local geography;
Ability to prepare effective, accurate and concise oral and written narrative reports;
Ability to effectively communicate orally;
Ability to supervise other investigators and coordinate their investigative activities;
Ability to establish and maintain effective professional relationships;
Ability to keep relevant material confidential;
Sound judgment;
Ability to deal firmly yet courteously with the public;
Good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:**EITHER:**

- Two (2) years of permanent competitive class status as a Detective Sergeant in the Cayuga County Sheriff's Office;

OR

- Four (4) years of permanent competitive class status as a Detective in the Cayuga County Sheriff's Office.

SPECIAL REQUIREMENT(S):

- Possession of current valid NYS Driver's License at time of appointment.
- From date of employment, must possess and maintain a valid NYS Driver's License.