



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

JOB SPECIFICATION

Civil Service Title: **Confidential Investigator**
Jurisdictional Class: Non-Competitive (2 Full-Time Position) (JC Approved - NYSCSC 4/16/13)
Non-Competitive (Part-Time Position) (JC Approved - NYSCSC 4/16/13)
Civil Division: District Attorney
Adoption: CSM 3/29/80
Revised: CSM 10/15/03, 4/18/12, 7/10/13

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the District Attorney, conducts investigations into crimes or other activities that may result in the placing of criminal charges within the jurisdiction of Cayuga County. Does related work as required. This is specialized work in the office of the District Attorney involving responsibility for investigation of crimes, interrogation of suspects and witnesses, gathering of evidence, and other crime detection duties. Under direction of the District Attorney, the employee exercises considerable judgment in the conduct of investigations to which assigned. The employee acts as the District Attorney's representative at the scene of a crime or in other investigations, and ensures that the case will be properly investigated before trial.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in criminal investigations by collecting, assembling, preserving, and reporting facts and evidence to the District Attorney for use in presentation to the Grand Jury in regard to all felony and indictable misdemeanor cases;
Conducts special investigations at the request of the District Attorney;
Assists in the preparation and prosecution of all criminal cases brought to trial after indictment in County and Supreme Courts;
Interviews suspects and witnesses and takes written statements;
Acts as liaison officer between the District Attorney's Office and the various municipal police agencies;
Serves subpoenas in criminal cases;
May be asked to accompany the various police agencies of the County on criminal raids;
Compiles statistical data on various facets of criminal activity;
Maintains appropriate files on cases under investigation;
Arranges for and may conduct educational programs for police officers, fire investigators, and other interested civic organizations;
Performs other investigative duties as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of techniques and procedures in criminal investigations;
Good knowledge of laws governing arrests, rules of evidence, and court procedures;
Good knowledge of the use of firearms and other police weapons;
Skill in conducting criminal investigations;
Ability to gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and make recommendations;
Ability to establish and maintain friendly and cooperative relations with law enforcement officers of other governmental agencies;
Keeness of observation;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and EITHER:

- (A) Six (6) years of experience as a law enforcement officer with a public agency, 3 years of which shall have involved confidential personal character investigations in the field of criminal or civil investigation; OR
- (B) Graduation from a regionally accredited or NYS registered 4-year college or university with a Bachelor's Degree with major emphasis in Criminal Justice, Criminology, or Police Science AND 2 years of experience with a public or private agency which shall have involved confidential personal character investigations in the field of criminal or civil investigation; OR
- (C) Any equivalent combination of training and experience set by the limits of A and B above.

SPECIAL REQUIREMENT(S):

Eligibility for an appropriate level NYS Operator's License at time of application. Possession of the license at time of appointment.

Must have Police Officer Status and be in possession of a valid NYS Pistol Permit at time of appointment.