

Jurisdictional Class: Competitive
Non-Competitive for eight (8) positions in Oneida County
Government Only
EEO Category: Professional
Revised: 01/06/2023

SENIOR CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: These positions exist in the Offices of the District Attorney and Public Defender. This is specialized investigative work involving the investigation of alleged crimes, interviewing victims of alleged crimes and witnesses, and gathering evidence in connection with defense or prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such alleged crimes. The work is confidential and is performed under the direction of the District Attorney or Public Defender. Supervision may be exercised over Confidential Investigators. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors investigations by collecting, assembling, preserving and reporting facts and evidence for use in presentation for felony and indictable misdemeanor cases;
Conducts special investigations at the request of the District Attorney or Public Defender;
Advises in the preparation of defense or prosecution of criminal cases brought to trial after indictment in County and Supreme Courts;
Interviews defendants and witnesses, and takes written statements;
Acts as liaison officer between the District Attorney's Office and the Public Defender's Office and the various municipal police agencies;
Serves subpoenas in criminal cases, when necessary;
Compiles statistical data on various facets of criminal activity;
Maintains precise and accurate records of interviews and facts for use by the Public Defender or District Attorney;
Performs other investigative duties, as directed by the District Attorney or Public Defender;
Participates as lecturer at police training schools or seminars.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State Penal Law, Code of Criminal Procedure and Vehicle and Traffic Law; thorough knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures; skill in criminal investigations; ability to establish and maintain friendly, cooperative relations with law enforcement officers or other governmental agencies; keen powers of observation.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in police justice, criminology or a closely related field **AND** two (2) years of experience in investigative work or law enforcement**;
OR
- (B) Possession of Associate's Degree in criminal justice or a closely related field **AND** four (4) years of experience in investigative work or law enforcement**;
OR

continued...

MINIMUM QUALIFICATIONS (cont'd):

- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in investigative work or law enforcement**.

**Law Enforcement is defined as “the enforcement of Federal, State or local laws governing society with the right to make arrests.”

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

SPECIAL QUALIFICATIONS/REQUIREMENTS for the Oneida County District Attorney's Office:

1. Candidates must have ten (10) more years of additional experience beyond the number of years of experience stated in (A), (B), and (C) above; **AND**
 - a. Must have issued no less than one thousand (1000) uniformed traffic tickets; **OR**
 - b. Must have been the lead investigator on no less than twenty (20) “B” Felony level (NYS PENAL LAW, or equivalent State or Federal Law) investigations; **OR**
 - c. Must have been the lead investigator on no less than twenty (20) economic crime investigations; **OR**
 - d. Must have been the lead investigator on no less than two (2) homicide investigations.

NOTES:

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. Degree(s) must have been awarded 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982
Revised: 05/08/1996, 10/02/2001, 08/30/2006, 09/24/2009, 05/02/2011, 01/19/2012, 03/12/2013, 03/22/2018, 04/15/2020, 01/06/2023