

Civil Division: Oneida County Government
Jurisdictional Class: Non-Competitive – Two (2) positions
EEO Category: Professional
Revised: 04/19/11

CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for the investigation of criminal offenses brought against clients, interviewing clients, victims and witnesses, visiting, sketching and photographing crime scenes, and writing reports regarding investigative activities. Under the direction of the Oneida County District Attorney, Public Defender, or other authorized supervisor, the employee exercises considerable judgment in obtaining confidential information for investigations to which assigned. Supervision is not normally a responsibility of this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates assigned cases by collecting, assembling, photographing, inspecting, preserving and reporting facts and evidence for use in felony, misdemeanor, and other cases assigned;

Conducts special investigations at the request of the District Attorney or Public Defender;

Aids in the preparation of the defense of criminal cases brought to trial or upon appeal in the County, Supreme, or such other courts having assigned cases;

Interviews clients, co-defendants, victims and witnesses and takes written statements or prepares reports of such contact;

Acts as liaison officer between the District Attorney's or Public Defender's office and the various state and local police and correctional agencies;

Serves subpoenas and other legal documents when necessary;

Compiles statistical data on various facets of criminal activity;

Maintains appropriate files on cases under investigation;

May file legal documents with appropriate courts and authorities;

May interview clients at the county jail, state prison, court, office or other site to determine eligibility and elicit statements regarding the offense(s) the client is charged with;

Performs other investigative duties as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of techniques and procedures in criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; skill in conducting criminal investigations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions and make recommendations; good report writing and communication skills, ability to establish and maintain friendly and cooperative relations with clients, court personnel and law enforcement officers of various government agencies; keen powers of observation.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice, psychology or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, psychology or a closely related field **AND** two (2) years of experience in law enforcement*, criminal defense work, or other criminal investigation work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as stated in (B) above.

NOTE: Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

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

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

Adopted: 03/02/82
Revised: 04/28/93, 05/08/96, 09/18/96, 01/14/97, 08/31/01, 08/30/06, 09/24/09, 04/19/11

Previous Title Variations:
“Confidential Investigator (Public Defender-Criminal Division)”: 05/08/96 – 08/30/06
“Confidential Investigator (District Attorney)”: 06/01/01 – 08/30/06

Title in promotional series: Investigative Financial Analyst, Confidential Investigator, Senior Confidential Investigator, Chief Confidential Investigator