

Jurisdictional Class: Pending Jurisdictional Classification  
EEO Category: Professional  
Adopted: 01/06/2023

## **CHIEF CONFIDENTIAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Office of the District Attorney. This is specialized investigative work involving supervision and coordination of, and participation in, the investigation of alleged crimes. The incumbent investigates crimes, interrogates suspects, and witnesses, and gathers evidence to assist in the presentation of cases to a Grand Jury and prosecution of cases. 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 with considerable leeway for independent judgment. Supervision is exercised over a staff of Senior Confidential Investigators and/or Confidential Investigators. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and assists in criminal investigations by assigning cases to subordinate investigators, 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;

Supervises and conducts special investigations at the request of the District Attorney;

Supervises and assists in the preparation and prosecution of criminal cases brought to trial, after indictment, in County and Supreme Courts;

Plans, assigns, directs and reviews the work of Senior Confidential Investigators and Confidential Investigators;

Participates in conferences on matters relating to policies and procedures;

Interviews suspects and witnesses, and takes written statements;

Acts as the lead liaison officer between the District Attorney's Office and the various municipal police agencies;

Oversees the Crimes Against Revenue Program;

Oversees office security;

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 District Attorney;

Performs other investigative duties, as directed by the District Attorney;

Participates as lecturer at police training schools or seminars.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of New York State Penal Law, Criminal Procedure Law 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; good knowledge, training and experience in the basic principles of modern police supervision, supervision principles of multijurisdictional task force operations; ability to gather, assemble, analyze and evaluate facts and evidence, to draw logical conclusions, and make recommendations; good ability to plan, assign, supervise and review the work of subordinates; ability to testify effectively in court; good ability to prepare detailed and complete reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's Degree in Criminal Justice, criminology or a closely related field **AND** six (6) years of experience as a sworn law enforcement officer of which two (2) years must have been in an administrative or supervisory capacity;  
**OR**
- (B) Possession of Associate's Degree in criminal justice or a closely related field **AND** eight (8) years of experience of experience as a sworn law enforcement officer of which two (2) years must have been in an administrative or supervisory capacity;  
**OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of experience of experience as a sworn law enforcement officer of which two (2) years must have been in an administrative or supervisory capacity.

**SPECIAL QUALIFICATIONS/REQUIREMENTS:**

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 been the lead investigator on no less than twenty-five (25) "B" Felony level (NYS PENAL LAW, or equivalent State or Federal Law) investigations; **OR**
  - b. Must have been the lead investigator on no less than twenty-five (25) economic crime investigations; **OR**
  - c. Must have been the lead investigator on no less than three (3) homicide investigations.
2. Candidate must have current certification from NYS Division of Criminal Justice Services (DCJS) showing validation of Police Officer Registry Status or qualify for the certification under General Municipal Law § 209-q(b).
3. Candidate must have a firearms certification at the time of application.
4. Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

**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: 01/12/2022  
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