

Jurisdictional Class: Competitive, Non-Competitive when part-time
Adopted: August 22, 2001 as District Attorney Special Investigator
Revised: February 14, 2022

SPECIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for investigation of crimes, interviewing witnesses, taking witnesses statements, and gathering of evidence necessary for prosecution while working at the District Attorney's Office or for defense while working at the Public Defender's Office. The incumbent works closely with prosecutors on criminal matters and makes recommendations regarding evaluation of witnesses and disposition of cases. The incumbent will have expertise and knowledge in investigations. For the District Attorney's Office, the incumbent will be designated as a Police Officer pursuant to New York State Criminal Procedure Law Section 1.20, Subsection 34. The work is performed under the overall direction of the District Attorney or Public Defender, where assigned, with considerable leeway in the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews victims and witnesses to obtain information and secure evidence, where necessary, to assist in the defense or prosecution of individuals charged with crimes;
- Collects, assembles, preserves, and reports facts and evidence for use in hearings, and trials;
- Assists in the preparation for prosecution or defense of cases brought to trial;
- Assists with witness preparation for hearing and trials and drafting of documents;
- Assists in case evaluation and formulation;
- Explains the criminal process, charging decisions, plea options, and related information;
- Acts as liaison between the District Attorney's Office or Public Defender's Office and the various municipal police and law enforcement agencies and staff from the Department of Social Services to conduct investigations;
- Attends court when requested;
- May provide training and educational opportunities for law enforcement and other personnel working in conjunction with the District Attorney's Office or Public Defender's Office;
- Promptly screens new felony cases to assure immediate assignment to the most experienced prosecutors or defenders;
- Maintains appropriate files on cases under investigation, maintains records, and completes reports;
- Compiles statistical data on various facets of criminal cases;
- Performs other investigative duties as directed by the District Attorney or Public Defender, where assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough skill in conducting and obtaining information through interviews and observation for evidence to be used in criminal cases;
- Good knowledge of laws governing arrests, rules of evidence and court procedures;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw logical conclusions and make recommendations;
- Ability to establish and maintain friendly and cooperative relations with law enforcement officers and other governmental agencies;
- Ability to understand and carry out complex oral and written directions;
- Ability to care for and use firearms;

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Ability to write clear and concise reports;
Keeness of observation;
Good judgment.

MINIMUM QUALIFICATIONS: Six (6) years of experience as a Police Officer, Deputy Sheriff or other law enforcement officer whose duties must have included at least three (3) years of criminal investigation experience, including but not limited to, handling criminal matters from initial arrest through and including trial testimony.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.

SPECIAL REQUIREMENT TO CARRY OR POSSESS FIREARMS: Special Investigators may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to Section 400.00 of Penal Law. Where possession of the license is required, eligibility for and continued possession of the license is required for employment.