

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing investigations into issues associated with Child Maltreatment, Child Support, Juvenile Delinquency, Persons in Need of Supervision, and Civil and Federal Litigation involving the County of Sullivan. The purpose of the investigation work is to gather information that would assist the County Department of Law in formulating strategies and preparing for litigation in each of these areas. The work requires a high degree of confidentiality. Work is performed under the supervision of the County Attorney. Supervision is not exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.*

Works with law enforcement and case workers to gather evidence to support allegations of the particular litigation;

Conducts investigations in preparation for trial or to determine if litigation is to be commenced.

Maintains a caseload of matters either in litigation or being considered for litigation by collecting information, attending family review sessions, meeting with Assistant District Attorneys, speaking with complainants and recommending strategies to attorneys assigned to the particular case;

Thoroughly documents and compiles reports of findings, including suggestions based upon their investigation into the matter and their familiarity with the law effecting the particular case.

The work will be guided by the attorney handling the case.

Works as liaison between the Office of the County Attorney and the Department of Social Services to ensure that Court Ordered submissions are received, reviewed, edited and filed with the court timely;

Assists in the preparation and presentation of cases at hearings;

Will prepare reports and other assignments as directed. May be asked to serve process from time to time in order to secure witness attendance at proceedings; and

Uses computer applications such as spreadsheets, word processing, data base, calendar, and email software in preparing work assignments.

FULL PERFORMANANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of investigative techniques, practices and methods; working knowledge of Penal Law, Criminal Procedure Law, and Family Law; ability to conduct forensic interviews, prepare witnesses for trial presentation, gather evidence, and catalog evidence; skilled in the art of interviewing to elicit information from people; organized; ability to communicate effectively both orally and in writing in order to recognize and communicate trial issues to legal staff. Ability to plan and carry out an investigation, research and evaluate information on an objective basis, understand written material, interpret legal precedents, gather and analyze data, and recommend strategies; able to establish and maintain strong working relations with clients, witnesses, members of law enforcement, District Attorney's Office and the Department of Social Services; good knowledge of word processing, database, spreadsheets, email, and calendar software; able to perform field work; honesty, patience, tact, confidentiality.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents, to grant degrees with a Bachelor's Degree or higher in either Social Science, Business, Education or Law and four (4) years of experience in Law Enforcement, Child Protective Services or other related area with primary responsibilities in the field of investigations.

*SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of a valid New York State driver's license.*

*NOTE: Familiarity with Family Court and Criminal Law process and familiarity with current law related to collection of evidence and service of process preferred.*

**NOTE:** Your degree or credits 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 your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated:12/8/2022  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Placed in Classplan: 12/20/2022  
Revised and Replaced in Classplan: 4/8/2025 (Edu)