

PRE-TRIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for gathering information through investigative and interviewing techniques, and providing relevant, objective information to assist courts in making decisions to release detainees on recognizance. The Pre-Trial Investigator attempts to identify those persons who are most appropriate for release without financial conditions, thereby reducing unnecessary incarceration, relieving overcrowding in the county jail, and reducing the discriminatory impact of the money bail system on those of limited financial means. Work is performed under general supervision with wide leeway for independently performing most job tasks.

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.*

Plans and conducts investigations;

Checks public records, vital statistics, marriage licenses, and other records;

Conducts a structured, face to face interview of all pre-trial detainees in the county jail using a standard interview form;

Collects objective and verifiable information related to the Pre-trial Release program's criteria for release recommendations;

Verifies information obtained during interview process, including information about residency, employment history, family or community ties, education, and prior criminal record;

Makes recommendations to the court concerning a person's likelihood to appear if released on recognizance;

Appears in court to present recommendations concerning pre-trial releases;

PRE-TRIAL INVESTIGATOR

Page 2

Notifies defendants of scheduled court dates;

Establishes procedures to assist defendants in keeping court appearances, to aid defendants in complying with release conditions, and to monitor the compliance of defendants conditionally released through specific court orders;

Notifies courts in a timely manner of a defendants noncompliance with court ordered conditions of release.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of interviewing principles and practices; working knowledge of investigative techniques and conducting field investigations; ability to deal with people effectively in an interviewing situation; ability to understand and interpret written material; ability to express oneself clearly both orally and in writing; familiarity with basic legal terminology; ability to make objective recommendations to the courts concerning pre-trial defendants; good moral character; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher;
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree and two (2) years of experience in a position involving substantial interaction with others in the criminal justice system; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a position involving substantial interaction with others in the criminal

PRE-TRIAL INVESTIGATOR

Page 3

justice system; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

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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NYS Civil Service Commission Approval: N/A

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