

## **SENIOR DISTRICT ATTORNEY'S INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervision of all the investigators assigned to the Fraud Investigative Team for the District Attorney's Office. Work is performed under the general direction of the District Attorney with substantial leeway for independently conducting investigations and otherwise performing the duties of the position.

**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.*

Provides administrative direction and supervision for the investigators assigned to the Fraud Investigative Team;

Assign responsibilities and delegate appropriate authority to the investigators assigned to the Fraud Investigative Team;

Oversees, supervises and actively participates in the criminal investigations, including gathering, assembling, preserving and reporting facts and evidence, interviewing crime victims, witnesses and suspects, executing arrests;

Supervises the gathering of evidence and its presentation to the District Attorney for further prosecution proceedings;

Directs and coordinates the investigation of all fraud cases, involving the theft of public monies and crimes against revenue;

Liaison between Department of Family Services and federal, state and local law enforcement agencies;

Coordinates investigations with other county and state police agencies;

## **SENIOR DISTRICT ATTORNEY'S INVESTIGATOR**

### **Page 2**

Directs the preparation of confidential reports for the District Attorney;

Consults with trial prosecutor to discuss case facts and history;

Testifies in criminal proceedings as required;

Identifies target areas for investigations;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS REQUIRED:**

Thorough knowledge of criminal investigation procedures, methods, and techniques, including interviewing, interrogation, evidence gathering/preservation, and surveillance; thorough knowledge of New York State Laws relating to criminal law enforcement duties, including the Penal Law and the Criminal Procedure Law; thorough knowledge of statutes and case law relating to arrests, rules of evidence, and court procedures; skill in conducting and supervising criminal investigations; ability to participate in sensitive investigative activities and to maintain an impeccable confidentiality in the discharge of the duties of the position; ability to retain the trust and confidence of the District Attorney; ability to effectively interview victims and witnesses; ability to maintain accurate records and reports; ability to work effectively with other law enforcement agencies; ability to testify in court and Grand Jury proceedings; ability to analyze evidence and develop investigative leads; ability to make clear and accurate oral and written reports; ability to understand and interpret difficult written material; ability to present evidence in physical, written, or oral form; ability to disseminate information and instructions in a clear and efficient manner; good observation skills; integrity and honesty; good moral and ethical character; initiative and resourcefulness; sound judgment; preference for strong computer skills; and strong leadership skills with the ability to interact with outside agencies.

## **SENIOR DISTRICT ATTORNEY'S INVESTIGATOR**

### **Page 3**

#### 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 in Criminal Justice and four (4) years of experience as a Police Officer with an MPTC or equivalent certifications\*, including extensive experience in felony level criminal investigations as an investigator/detective, electronic surveillance, three (3) years of which shall have involved the supervision of other Police Officers, specialized training to include homicide and death investigations, narcotics investigations, covert surveillance training; and sex crime investigations; or
- (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 in Criminal Justice and six (6) years of experience as described in (A) above and three (3) years of which shall have involved the supervision of other Police Officers; or
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as described in (A) above, three (3) years of which shall have involved the supervision of other Police Officers.

\*refers to the candidate's having received certification of completion of the Police Basic Course Practice and Procedure as set forth in NYCRR 6020

**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.

**SENIOR DISTRICT ATTORNEY'S INVESTIGATOR**  
**Page 4**

Y:\CLASPLAN\Senior District Attorney's Investigator.doc  
Created: April 24, 2014  
Jurisdictional Class: Non-competitive  
Public Hearing: 09/23/2014  
NYS Civil Service Commission Approval: 12/09/2014

Revised and Replaced in Classplan: 3/14/2023  
Revised and Replaced in Classplan: 5/15/2025 (Edu)