

TASK FORCE OFFICER

118-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility, as a team member on the FBI Task Force to address crimes affecting Sullivan, Dutchess and Orange Counties. This position differs from that of the District Attorney's Investigator in that the incumbent is assigned to a task force collaborating with federal law enforcement regarding investigations that cross jurisdictions. Additionally, incumbent is responsible for maintaining top secret security clearance granted by the United States Department of Justice, as well as, deputation by the United States Marshals Service. Work is performed under general direction of the United States Attorney or his/her designee 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.*

Identifies, targets and eliminates, by disruption or dismantlement, high impact matters of public corruption

and civils rights violations; money laundering; securities fraud; corporate fraud; mortgage fraud;

and health care fraud;

Assists FBI squad C-32 Drug Task Force as needed;

Identifies, leads and conducts confidential investigations including gathering, assembling, preserving

and reporting facts and evidence;

Conducts interviews;

Collects evidence;

Maintains records, reports and evidence;

Conducts electronic surveillance, consensual monitoring, human intelligence and undercover operations;

Meets with United States Attorney on a weekly basis at White Plains Federal Court regarding active cases;

Issues Federal subpoenas within the Southern District of New York, to include the boroughs of New York City;

Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; thorough knowledge of statutes and case law relating to arrests, rules of evidence, and court procedures; skill in conducting 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 prepare and maintain accurate records and reports utilizing common office software and other programs as required; ability to access FBI top secret computer system, ability to operate audio/video recording devices, wiretap equipment and two way government radio; ability to work effectively with other law enforcement agencies; ability to present evidence in physical, written, or oral form; ability to disseminate information and instructions in a clear and efficient manner; strong leadership skills; good observation skills; integrity and honesty; initiative and resourcefulness; and sound judgment.

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 training in homicide and death investigations, narcotics investigations, covert surveillance training and sex crime investigations, with extensive experience in felony level criminal investigations as an investigator/detective, three (3) years of which shall have involved the supervision of other Police Officers; 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, 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 Polices 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