

CRIMINAL INVESTIGATOR - ARSON

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chief Criminal Investigator, a Criminal Investigator - Arson conducts investigations relative to the suspected or committed crime of arson. These investigations lead to the accumulation of evidence that aids the District Attorney's Department in prosecuting criminal arson cases. There is considerable independence in planning investigations. Supervision is not a regular responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Plans procedures for investigating complaints and violations being processed by the District Attorney's Office;

Supervises and conducts examinations and investigations relating to the crime of arson;

Accumulates evidence and prepares reports resulting from these investigations;

Obtains statements from persons suspected of committing crimes of arson;

Conducts field and office interviews with witnesses connected to alleged crimes of arson;

Assists in the preparation of subpoenas for the purpose of obtaining evidence;

Testifies before Grand Juries, in local courts, and in County Court as to the results of arson investigations;

Prepares and tags evidence for presentation to the Grand Jury and to the court;

Assists the District Attorney's professional staff in preparing cases for presentation in court;

Works with and maintains contact with other local, state and federal law enforcement agencies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of procedures, methods, and techniques of criminal investigations, including those specific to arson investigations; good knowledge of the New York State Penal Law and Code of Criminal Procedure; ability to plan, conduct, and supervise comprehensive criminal investigations in a quiet and efficient manner; ability to deal effectively with other public jurisdictions on criminal investigations; resourcefulness in making investigations; sound powers of observation and deduction; tact involving all contact made during an investigation; excellent moral character and habits; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and (a) five years of experience in the field of arson investigation; or (b) Bachelor's Degree* and one year of experience in the field of arson investigation; or (c) an equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Exempt†
TWG

Job Class Code: D0004
Job Group: XI