

SENIOR CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents conduct investigations of violations, actual or suspected, of the New York State Penal Law and other statutes, pro-actively and reactively, in conjunction with the Westchester County District Attorney Office's various divisions and bureaus. The essential purpose of these investigations is the accumulation of valid evidence to assist in the legal work of the District Attorney's Office. There is considerable independence in planning investigations. Incumbents are police officers as defined by Article 1.20(34)(g) of the Criminal Procedure Law. As such, they are on duty twenty-four hours a day and are subject to call at any time from their homes and private lives for official purposes. This class is distinguished from the Criminal Investigator title by the complexity of investigations. Supervises lower level criminal investigators and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Searches for and gathers circumstantial and physical evidence;

Prepares reports and materials used in Grand Jury and Trials;

Participates in supervisory level meetings with outside agencies as part of ongoing investigations;

Leads criminal Investigators as well as Task Force members during investigations;

Serves as a liaison with local, state and federal agencies to initiate and collaborate on working investigations;

Oversees complex multi-agency investigations;

Assists in criminal data analysis and research regarding trends, in support of investigations;

Reviews and approves investigative documentation prepared by Criminal Investigators;

Performs wire tapping to obtain leads in gathering evidence;

Serves subpoenas;

Executes warrants of arrest;

Questions victims and witnesses and investigates possible leads;

Observes places and locations pertaining to complaint cases;

Makes reports to and testifies before a Grand Jury;

Uses recording device under difficult and often hazardous conditions;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervises Criminal Investigators and clerical support staff, including processing time and leave;

Performs security checks on all telephone lines used by District Attorney and other specified county officials to guard against wire tapping;

Studies criminal methods concerning "toll eliminators" so that detection of such devices on telephone lines can be achieved;

Handles equipment charged to District Attorney's office and is held accountable for the necessary maintenance and repairs of same

Uses computer applications or other automated tools such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed. .

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of procedures, methods and techniques of criminal investigation; knowledge of the New York State Penal Law, other penal statutes and Criminal Procedure Law; ability to plan and conduct criminal investigations in a professional manner; ability to cooperate with Local, State and Federal law enforcement agencies, as well as private corporate and other security operations, on investigations and other matters; ability to prepare written material; persistence in following up all leads; sound judgment in weighing evidence; resourcefulness in making investigations; sound powers of observation and deduction; tact in contacts made during an investigation; excellent moral character and habits; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of criminal investigation experience; or (b) sixty college credits* and seven years of criminal investigation 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†
AABU

Job Class Code: D0002
Job Group: D02