

SENIOR CRIMINAL INVESTIGATOR – WESTCHESTER INTELLIGENCE CENTER

JOB DESCRIPTION

Under general supervision, incumbents of this class carry out investigations of suspected criminal activity involving wire tapping, questioning of witnesses, gathering of circumstantial and physical evidence and the serving of subpoenas. . This specific position is part of the command structure of the Westchester Intelligence Center of the District Attorney's Office where the incumbent is assigned as assistant to the Director. The incumbent must be able to exercise sound discretion in implementing the District Attorney's strategic vision of utilizing the resources at the Center for the benefit of Westchester's 43 local police departments. He or she must also exercise supervision over criminal investigators and support staff. Does related work as required.

QUALIFICATIONS & EXAMPLES OF WORK

- Experience in managing and organizing investigations at both a state and federal level;
- Searches for and gathers circumstantial and physical evidence;
- 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;
- 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

Thorough knowledge of the techniques of criminal investigation; thorough knowledge of wire tapping devices and procedures; good knowledge of the general organization and operation of the District Attorney's office; good knowledge of the New York State Penal Law, Code of Criminal Procedure, and Alcohol and Beverage Law; familiarity with the New York State Vehicle and Traffic Law, Education Law and Public Health Law; ability to deal with people; alertness; physical condition commensurate with the requirements of the position. The incumbent in this position must also possess:

- Extensive experience in investigating and coordinating all facets of criminal investigations with an expertise in homicide and narcotic investigations;
- Extensive experience in working with federal, state and local law enforcement agencies on homicide and narcotic investigations including cases deemed "confidential and sensitive";
- The ability to analyze various forms of evidence and intelligence and absorb and disseminate it in a timely and accurate manner;
- The ability to act as a liaison with other police departments within Westchester County as it relates to the duties as a senior criminal investigator, promoting a professional relationship of cooperation and sharing of information;
- Proficiency in the use of computer software and hardware specific to the collection and evaluation of data derived from multiple sources as well as the ability to utilize and present the data analyzed in a concise and useable format.
- Computer expertise to generate crime scene sketches utilized at trials;
- The ability to create and maintain multiple databases that track intelligence gathered from debriefings as well as alias and street names used by gang members;

- Proficiency in the use of electronic eavesdropping warrants as well as the ability to analyze voluminous and complex telephone records necessary to commence such eavesdropping; and
- The ability to compile, organize and evaluate complex information and evidence.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Either: (a) a Bachelor's Degree\* and two years of criminal investigation experience; or (b) a high school or equivalency diploma and four years of law enforcement or investigation experience, two years of which were in criminal investigation.

\*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.

Candidates should submit resumes no later than Friday, August 7, 2015 to [resumes@westchesterda.net](mailto:resumes@westchesterda.net)