

CHIEF CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney, an incumbent in this class is responsible for investigative work conducted by the District Attorney's Office. This involves assigning, supervising and participating in the assembling of evidence to assist in gaining a conviction in a court of law or to warrant a Grand Jury hearing preparatory to a possible indictment. Work is performed with considerable independence and involves frequent contact with other law enforcement agencies. Supervision is exercised over a number of Criminal Investigators of varying ranks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns, supervises and evaluates the work of the Deputy Chief Criminal Investigators, Senior Criminal Investigators and Criminal Investigators;

Implements goals, objectives, policies, procedures, programs and standards for the Criminal Investigative staff to maximize efficiency;

Directs and participates in the investigation of crimes adopted by the Criminal Investigative staff; collecting and correlating evidence, exhibits, statements and report findings to ensure the case is ready for Grand Jury presentation at trial;

Conducts personnel complaint investigations, as directed by the District Attorney;

Acts as a liaison between the District Attorney's Office and federal, state and local law enforcement agencies;

Maintains operational and administrative records of the Criminal Investigator staff;

Plans investigations into violations of the Penal Law;

Makes reports to and testifies before a Grand Jury;

Operates and records evidence with special equipment (wire tapping, etc.);

In cooperation with the Medical Examiner, investigates all homicides, automobile deaths and suspicious deaths;

Attends autopsies of homicide and suspected homicide victims;

Assists in the budget preparation;

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

May perform other incidental tasks, as needed.

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DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures, methods and techniques of criminal investigation; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, Education Law, and Public Health Law; ability to plan, supervise and carry out criminal investigations; ability to cooperate with other law enforcement agencies; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; thoroughness; resourcefulness; tact; good judgment; highest integrity; excellent moral character; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree in Criminal Justice, Police Science, Public Administration or closely related field and six years of progressively responsible law enforcement experience where the primary function of the position was supervision of law enforcement units responsible for conducting criminal investigations, three years of which were at a management or command level.

*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†
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Job Class Code: D0006
Job Group: Flat rate