

**DEPARTMENT:** DISTRICT ATTORNEY  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED BY NYSCSC ON 3/13/2019 & PART-TIME 3/13/2024  
**APPROVED:** MARCH 13, 2024

**CRIMINAL INVESTIGATOR FOR DISTRICT ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work in the office of the District Attorney involving the investigation of crimes, and criminal activity, interrogation and interviewing suspects and witnesses, gathering of evidence and other investigative duties. Under the direction of the District Attorney, the employee exercises considerable judgment in conducting investigations to which assigned. Conducts criminal investigations and coordinates and assists law enforcement officials from other agencies. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in criminal investigations by collecting, and preserving evidence, reporting facts to the District Attorney for use in presentations to the Grand Jury in regard to all felony and indictable misdemeanor cases;
2. Conducts special investigations at the request of the District Attorney;
3. Assists in the investigation and preparation of all criminal cases brought to trial;
4. Interviews suspects and witnesses and takes written statements;
5. Acts as liaison officer between the District Attorney's Office and the various Federal, State and Municipal Police Agencies;
6. May serve subpoenas in criminal cases;
7. Compiles statistical data on various facets of criminal activity and maintains appropriate files on cases under investigation;
8. Performs other investigative duties as directed by the District Attorney.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of techniques and procedures employed in criminal investigations; knowledge of laws governing arrests, rules of evidence and court procedures; proven experience in conducting criminal investigations, including search warrants, arrest warrants and wire tap orders; ability to gather, assemble, analyze and evaluate facts and evidence, to draw logical conclusions and make recommendations; ability to establish and maintain professional and cooperative relations with law enforcement officers of other governmental agencies; experience in use of informants; keenness of observation; integrity; initiative and resourcefulness; honesty; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and current or prior Police Officer Certification by the New York State Municipal Police Training Council;

**AND:**           1.       Ten (10) years of satisfactory public sector experience as a sworn officer in New York State law enforcement, which primarily involved work performing the duties of a criminal investigator;

**OR:**             2.       Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Criminal Justice or related field **and** five (5) years of satisfactory public sector experience as a sworn officer in New York State law enforcement, which primarily involved work performing the duties of a criminal investigator.

Non-competitive classification is approved for one position in the office.