

## **ASSISTANT CHIEF INVESTIGATOR (DISTRICT ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for assisting the Chief Investigator (District Attorney) in the coordination and supervision of the staff, activities, policies and procedures of the investigations unit in the Office of the District Attorney. The incumbent also conducts criminal investigations of felony crimes in preparation of evidence to Grand Jury, preliminary hearings and trial court. Employees in this class work closely with other law enforcement agencies in Broome County and across New York State. Work is performed under the direction of the Chief Investigator (DA), with considerable leeway allowed for the use of independent judgment while following prescribed policies and procedures. Supervision is exercised over the work of Investigators (District Attorney) and other subordinate investigation unit personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Chief Investigator (DA) in reviewing incoming cases to determine need for investigations and assigning cases to Investigators;

Performs all aspects of criminal investigations, including conducting interviews, investigating crime scenes, securing evidence, establishing facts, preparing reports on results of investigations, and making recommendations;

Assists in establishing and maintaining procedures for case record documentation and confidentiality, in conformance with prescribed standards;

Oversees the work of Investigators (DA) and ensures that investigations are conducted in accordance with prescribed standards;

Assists attorneys in the preparation for and trial of criminal cases;

Maintains liaison with expert witnesses, special consultants and others;

Attends seminars, conferences and workshops to remain current on changes in law, modern investigative techniques, criminal forensics and other matters;

Serves as the designated Field Training Officer for investigators and coordinates their professional development and growth;

Maintains training programs including Taser, body worn cameras, defensive tactics, and firearm retention;

Draft and maintain police policy and procedure;

## **ASSISTANT CHIEF INVESTIGATOR (DISTRICT ATTORNEY)-cont'd**

Maintains liaison with expert witnesses, special consultants and others involved in a case;  
Maintains Department of Criminal Justice Services (DCJS) compliance and firearms certification for all Investigators;  
May direct the course and action of an investigation with other law enforcement agents;  
Conducts investigations for civil case litigated in Supreme Court under the Assets Forfeiture Legislation;  
Performs administrative duties as may be assigned by the District Attorney and Chief Investigator(DA).

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the New York State Penal law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence;  
Thorough knowledge of techniques and procedures used in conducting criminal investigations;  
Good knowledge of investigative interviewing techniques;  
Good knowledge of Broome County geographical area and of the multiple police agencies working the Broome County;  
Good knowledge of how evidence, statements, and affidavits are used in investigative work;  
Skill in conducting criminal investigations, including search warrants and wire-taps;  
Ability to conduct detailed confidential investigations;  
Ability to manage the activities of a unit and oversee the work of others;  
Ability to communicate effectively, both orally and in writing;  
Ability to gather, assemble, analyze and evaluate facts, findings and evidence, draw logical conclusions, and make recommendations;  
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants;  
Ability to remain calm and act effectively in tense and potentially dangerous situations;  
Ability to coordinate investigations among law enforcement offers of various municipal agencies;  
Ability to use and care for firearms;  
Ability to prepare and maintain a variety of reports.

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**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in criminal justice and eight (8) years of experience as a Police Officer in New York State with permanent status\*, three (3) years of which must have been performed in a supervisory rank;  
OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in criminal justice, homeland security or closely related field and ten (10) years of experience as a Police Officer in New York State with permanent status\*, five (5) years of which must have been performed in a supervisory rank;

C) Graduation from high school or possession of an equivalency diploma and twelve (12) years of experience as a Police Officer in New York State with permanent status\*, seven (7) years of which must have been performed in a supervisory rank.

**SPECIAL REQUIREMENT:** Must be a certified Police Officer in New York State, with permanent status gained exclusively through an appointment from a New York State Civil Service eligible list for Police Officer as defined by Section 58(3) of New York State Civil Service Law.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintained while in this title.