

INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing investigations into issues associated with juvenile delinquency, estate, litigation, and charter violation matters involving the County of Broome. The purpose of the investigation work is to gather information, meeting with witnesses, and reviewing scenes that assists the Broome County Law Department in formulating strategies and preparing for litigation in each of those areas. The work requires a high degree of confidentiality, any breach of this confidentiality could result in immediate dismissal. Work is performed under the supervision of the Broome County Attorney. Supervision is not exercised over the work of others. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Works with law enforcement agencies and case workers to gather evidence to support allegations of the particular litigation;
Conducts investigations in preparation for trial to determine if litigation is to be commenced;
Maintains a caseload of matters either in litigation or being considered for litigation by collection information, attending family review sessions, meeting with the Assistant County Attorneys, speaking with complainants, and recommending strategies to attorneys assigned to the particular case;
Acts as a liaison between the County Attorney's Office and municipal law enforcement agencies;
Assists attorneys in preparation of juvenile delinquency, estate, and litigation matters;
Searches for documents as needed in juvenile delinquency, estate, and litigation matters;
Thoroughly documents and compiles reports of findings, included suggestions based upon their investigation into the matter and their familiarity with the law effecting the particular case;
Assists in the preparation and presentation of cases at hearings;
Prepares and presents a variety of reports;
Uses a variety of computer applications in preparing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of investigative techniques, practices, and methods;
Good knowledge of interviewing techniques;
Good knowledge of how evidence, statements and affidavits are used in investigative work;

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Working knowledge of laws, rules and regulations as they apply to law enforcement situations, particularly to the New York State Penal and Criminal Procedure Law;

Working knowledge of basic legal terminology;

Ability to conduct interviews and interrogations;

Ability to prepare clear, accurate, complex investigative reports;

Ability to be courteous yet firm with the public; Ability to remember facts and information;

Ability to express one-self clearly, both orally and in writing;

Ability to use good judgement when conducting interviews;

Ability to analyze and evaluate information;

Ability to understand and interpret written material in the fields related to investigation;

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelors degree in criminal justice, criminology police science or closely related field; OR

B) Possession of an Associate degree in criminal justice, criminology or police science and two years' experience in field investigations or police work; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENT: Possession of a Class 5 driver's license issued by the State of New York is necessary at the time of appointment.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.