

SENIOR INVESTIGATOR-PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent has responsibility for assisting the Assistant Chief Investigator-Public Defender in the coordination and supervision of the investigative and intake staff, activities, policies, and procedures of the investigations unit in the Public Defender's office. The incumbent also conducts criminal defense investigations of felony crimes in preparation of evidence to Grand Jury, Post Grand Jury, preliminary hearings, and trial court. Guidance and direction for specific case related work is received from the attorney assigned to the case. Work is performed under the direction of the Public Defender or the Chief Investigator-Public Defender, with considerable leeway allowed for the use of independent judgment while following prescribed policies and procedures. Supervision is exercised over the work of Investigators (Public Defender) and other subordinate investigation unit personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors investigations by collecting, assembling, preserving and reporting facts and evidence for use in presentation for felony and indictable misdemeanor cases;
Conducts special investigations at the request of the or Public Defender;
Advises in the preparation of defense or prosecution of criminal cases brought to trial after indictment in County and Supreme Courts;
Investigates alleged crimes, interviews defendants and witnesses, and takes written statements;
Acts as liaison officer between the Public Defender's Office and the various municipal police agencies;
Serves subpoenas in criminal cases, when necessary;
Compiles statistical data on various facets of criminal activity;
Maintains precise and accurate records of interviews and facts for use by the Public Defender and/or Chief Investigator;
Performs other investigative duties as directed by the Public Defender;
Assists in establishing and maintaining procedures for case record documentation and confidentiality, in conformance with prescribed standards;
Oversees the work of Investigators (Public Defender) and ensures that investigations are conducted in accordance with prescribed standards;

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Backfills Investigator (Public Defender) duties due to absences/illnesses;
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;
Performs administrative duties as may be assigned by the Public Defender and Chief Investigator-Public Defender, or Assistant Chief Investigator-Public Defender.

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 prepare and maintain a variety of reports.

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MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree in criminal justice, criminology, police science or closely related field and two (2) years' of experience in criminal investigations;
- B) Possession of an Associate's degree and four (4) years' of experience in criminal investigations; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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.

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