

Confidential Investigator Tompkins County

Department: District Attorney

Classification: NC for 3 positions per NYS CSC effective 2.10.2021

Labor Grade: Management Grade 87

Approved: Res. #21 of 2011.

Revised: 08/12; 01/15; 10/16; 2/17; 3/18; 2/24

By: HB, Deputy Commissioner of Human Resources

SUGGESTED MINIMUM QUALIFICATIONS

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** five (5) years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department, sheriff's office or other government agency, which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree **AND** seven (7) years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department, sheriff's office or other government agency, which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** nine (9) years of full-time paid (or the equivalent part-time and/or volunteer) experience as an Investigator/Detective serving with a certified police department, sheriff's office, or other government agency which must have included gathering evidence and/or assisting in the conducting of criminal investigations and/or prosecutions; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS

A high degree of autonomy is required to effectively carry out the duties and responsibilities of this position. As a result, there must be a high level of trust and confidence between an incumbent of this position and the District Attorney. An employee in this class is responsible for assisting and aiding the District Attorney with case review upon receipt from police agencies, supplemental case investigation and grand jury/hearing/trial preparation.

The Confidential Investigator is the primary liaison between the District Attorney's Office and the local law enforcement agencies and is responsible for ensuring that all discovery materials are identified and collected in order to comply with the mandatory discovery requirements of Criminal Procedure Law Article 245.

The Confidential Investigator aids the District Attorney and Assistant District Attorneys with trial preparation, including court testimony, regarding evidence.

This investigator must maintain a high level of respect and knowledge within the police community in order to accomplish the desired results, which are only obtainable with years of experience and a solid network. An employee in this class works under the general direction of the District Attorney and will enjoy the full trust and confidence of the District Attorney. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the District Attorney and Assistant District Attorneys in preparation of cases for and presentation of cases to Grand Jury, hearings and trials;
- Reviews cases submitted by law enforcement agencies, identifies and collects evidence required by CPL Article 245;
- Acts as primary liaison between the District Attorney's Office and law enforcement agencies, providing guidance and input into ongoing investigations, including assisting with preparation of subpoenas and search warrants.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the New York State Penal Law, Criminal Procedure Law, Search and Seizure Laws, and Rules of Evidence;
- Good knowledge of modern investigative techniques;
- Good knowledge of the techniques and procedures involved in establishing legal action in court;
- Previous experience in performing investigations and interrogations;
- Ability to maintain a close, personal and confidential relationship with the District Attorney;
- Ability to establish rapport with, and to work effectively with, other members of the law enforcement community;
- Ability to analyze findings and make solid recommendations;
- Honesty, integrity, accuracy, discretion and excellent judgment are all required personal characteristics.

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