TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Confidential Investigator

SALARY: 36.37/hour hire rate

LOCATION: District Attorney

TYPE OF EMPLOYMENT: Part Time

ISSUE DATE: 10/02/19

THE FINAL DATE TO FILE APPLICATIONS: 11/01/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/02/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

MINIMUM QUALIFICATIONS

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two 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 Associates Degree **AND** four 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** six 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.

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for conducting investigations and interviews to substantiate facts for cases being prepared by the District Attorney's Office. The position of Confidential Investigator requires the handling of high profile and sensitive cases, which include homicide investigations and investigations of official misconduct or other malfeasance by public officials or county employees. The position of Confidential Investigator will also require investigation of crimes against revenue and all types of fraud. He or she will work in accordance with the established practices and procedures set forth by the District Attorney of Tompkins County and under the NYS Criminal procedure Law. 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 on call 24 hours a day and is responsible for assisting and aiding the District Attorney with ongoing case investigation and preparation. An employee in this class is assigned difficult, complex and specialized criminal investigations. The Confidential Investigator aids the District Attorney and Assistant District Attorney's with trial preparation, including court testimony, regarding evidence and confessional affidavits. This investigator is assigned proactive and reactive investigations and 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, although an Investigator will lead all investigations. The incumbent will perform all related duties as required.

TYPICALWORK ACTIVITIES:

- Conducts investigations as requested by the District Attorney;
- Conducts interviews and/or interrogations as needed to prepare case files in support of the District Attorney, Deputy or Assistant District Attorneys efforts;
- Prepares reports of investigations;
- Assists the District Attorney and Assistant District Attorneys in preparation of cases for and presentation of cases to Grand Jury and at trials;
- Serves subpoenas, warrants, summonses, show cause orders, and citations as required;
- Maintains evidence received by the District Attorney's office;
- Transports victims/witnesses and documents as required.

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;
- Good knowledge of techniques involved in serving legal papers;
- Skill in performing investigations and interrogations;
- Ability to maintain a close, personal and confidential relationship with the District Attorney in order that s/he has th utmost confidence in this employee's ability to conduct confidential investigations in support of the District Attorney's positions;
- Ability to establish rapport with, and to work effectively with, other members of the law enforcement community;
- Ability to prepare clear and accurate oral and written reports;
- Ability to analyze findings and make solid recommendations;
- Honesty, integrity, accuracy, discretion and excellent judgment are all required personal characteristics.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850