

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CAREER CRIMINAL UNIT COORDINATOR

TITLE ABBREVIATION: CAREER CRIM UNIT COORD **TITLE NO.:** 6128

JURIS.CL: NC **SALARY CODE:** 65 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: DISTRICT ATTORNEY

SUPERVISOR'S TITLE: DISTRICT ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and performing criminal investigations of serious felonies with emphasis on violent felony offenses. The work involves all aspects of criminal investigation including witness interview, evidence gathering, and preparing cases for prosecution. The work also includes coordinating activities of local, state, and federal law enforcement agencies. The position is a criminal investigator, with police experience, who will exercise police powers in New York State. Work is performed under the general supervision of the District Attorney and specific supervision of a Chief Criminal Investigator. The position allows the exercise of independent judgment in carrying out the investigation of serious crimes. The incumbent is required to be available, on call, 24 hours a day. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates police and investigative procedures related to serious felonious crimes;

Searches for, gathers and secures evidence;

Assists in wiretapping investigations and conducts physical surveillances;

Prepares and serves subpoenas and executes warrants of arrest;

Questions victims and witnesses and investigates possible leads;

Locates and secures witnesses; arranges housing, transportation and schedules of appearances;

Operates technical and electronic equipment used to determine authenticity of evidence;

Confers with District Attorney staff and other agencies regarding status of cases;

Assists staff with preparation of cases for presentation in court;

Testifies before the Grand Jury and at trials;

Assists in preparation of material for inclusion in staff and/or training meetings;

Prepares budget for state program grant;

Prepares regular and special reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the techniques and procedures of criminal investigations; thorough knowledge of the NYS Penal and Criminal Procedure Laws; thorough knowledge of the testimonial and evaluative aspects of criminal prosecution; ability to develop and maintain effective working relationships with collaborative investigative agencies; ability to communicate effectively both orally and in writing; ability to prepare written reports; ability to coordinate and direct the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice or a related field and six (6) years of experience in an investigative capacity with a law enforcement agency as a police officer; OR
- (B) Completion of 60 college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Criminal Justice or a related field and eight (8) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as described in (A) above.
- (D) An equivalent combination of training and experience as defined by the limits of (A) (B) and (C) above.

SPECIAL REQUIREMENT: Incumbent must possess certification to serve as a Police Officer as required by Section 1.20(34)(g) of the Criminal Procedure Law. This includes, but is not limited to, certification issued by the Bureau of Municipal Police, graduation from the NYS Police Academy, the NY City Police Department Academy, or any equivalent New York State institution certifying the individual with Police powers.

Revised: 07.1.16 AT