

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR CRIMINAL INVESTIGATOR

**TITLE ABBREVIATION:** SR CRIM INVEST

**TITLE NO.:** 566550

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

**DEPARTMENT:** DISTRICT ATTORNEY

**SUPERVISOR'S TITLE:** CHIEF CRIMINAL INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class demonstrates the supervisory role of multi-jurisdictional task force conducting investigations and coordinates activities of the District Attorney's investigative staff. Responsibility includes directing and conducting particularly sensitive investigations and for conducting internal investigations as required. The work also involves handling of evidence, evaluation of criminal complaints and trial preparation activities. General supervision is received from the Chief Criminal Investigator. Incumbent must be available on 24-hour a day call, 7 days a week, to respond to crime scenes as directed by the District Attorney or the Chief Criminal Investigator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises law enforcement members of a multi-jurisdictional drug enforcement task force;

Plans and coordinates narcotic enforcement investigations within Orange County in conjunction with Federal, State, County and local police personnel;

Directs and supervises investigations utilizing electronic surveillance including but not limited to, eaves dropping warrants, computer messaging interceptions, and remote camera surveillance techniques.

Interviews witnesses and follows up leads to determine if there is sufficient evidence to charge individuals with crimes;

Compiles statistical and strategic reports regarding completed, ongoing, and future investigations;

Participates in training activities to stay abreast of current methods of dealing with criminal conduct, including maintaining current knowledge of forensic evidence and laboratory techniques related to narcotics investigations;

Testifies in Grand Jury and County Court proceedings as necessary;

Operates standard office equipment and computer applications such as e-mail, presentations, spreadsheets, word processing in performing work assignments;

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the procedures, methods and techniques of criminal investigation; thorough knowledge of the New York State Penal Law and the Criminal Procedure Law; knowledge of techniques successfully employed by other law enforcement agencies; ability to supervise and plan the work of an investigative staff in a manner conducive to full performance standards; ability to develop and implement innovative new investigative procedures; ability to interview crime victims and witnesses; ability to plan and carry out independent criminal investigations; ability to create and maintain accurate records and reports; ability to work with outside police agencies on a local, State and federal level; ability to testify in Court and Grand Jury proceedings; ability to analyze evidence and develop investigative leads; resourcefulness; good powers of observation and deduction; good interpersonal skills; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's Degree\* or higher in Criminal Justice or a police science related field plus two (2) years of law enforcement experience supervising narcotics, gang, or criminal enterprise investigations; OR
- B. Graduation from high school or possession of a high school equivalency diploma plus six (6) years of experience as defined above; OR
- C. Any equivalent combination of training and experience as defined by (A) and (B) 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.

**SPECIAL NOTE:**

- 1. Must maintain certification in the use of firearms.
- 2. Must possess and maintain valid Class D driver's license.

\*Your degree must have been awarded by a college or university accredited 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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.