

Jurisdictional Class: Competitive
Non-Competitive :
Two (2) positions in Oneida County Government
EEO Category: Professional
Revised: 12/30/2022

CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for the investigation of criminal offenses brought against clients, interviewing clients, victims, and witnesses, visiting, sketching, and photographing crime scenes, and writing reports regarding investigative activities. Under the direction of the Oneida County District Attorney, Public Defender, or other authorized supervisor, the employee exercises considerable judgment in obtaining confidential information for investigations to which assigned. Supervision is not normally a responsibility of this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates assigned cases by collecting, assembling, photographing, inspecting, preserving and reporting facts and evidence for use in felony, misdemeanor, and other cases assigned;
Conducts special investigations at the request of the District Attorney or Public Defender;
Aids in the preparation of the defense of criminal cases brought to trial or upon appeal in the County, Supreme, or such other courts having assigned cases;
Interviews clients, co-defendants, victims and witnesses and takes written statements or prepares reports of such contact;
Acts as liaison officer between the District Attorney's or Public Defender's office and the various state and local police and correctional agencies;
Serves subpoenas and other legal documents when necessary;
Compiles statistical data on various facets of criminal activity;
Maintains appropriate files on cases under investigation;
May file legal documents with appropriate courts and authorities;
May interview clients at the county jail, state prison, court, office or other site to determine eligibility and elicit statements regarding the offense(s) the client is charged with;
Performs other investigative duties as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of techniques and procedures in criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; skill in conducting criminal investigations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions and make recommendations; good report writing and communication skills, ability to establish and maintain friendly and cooperative relations with clients, court personnel and law enforcement officers of various government agencies; keen powers of observation.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in criminal justice, psychology or a closely related field; **OR**
- (B) Possession of Associate's Degree in criminal justice, psychology or a closely related field **AND** two (2) years of experience in law enforcement*, criminal defense work, or other criminal investigation work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as stated in (B) above.

*Law Enforcement defined as “the enforcement of Federal, State or local laws governing society with the right to make arrests.”

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

NOTES:

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982
Revised: 04/28/1993, 05/08/1996, 09/18/1996, 01/14/1997, 08/31/2001, 08/30/2006, 09/24/2009, 04/19/2011, 12/30/2022

Previous Title Variations:
“Confidential Investigator (Public Defender-Criminal Division)”: 05/08/1996 – 08/30/2006
“Confidential Investigator (District Attorney)”: 06/01/2001 – 08/30/2006