

Civil Division: Oneida County Government  
Jurisdictional Class: Non-Competitive - Five (5) positions  
EEO Category: Professional  
Revised: 01/19/12

## **SENIOR CONFIDENTIAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** These positions exist in the Offices of the District Attorney and Public Defender. This is specialized investigative work involving the investigation of alleged crimes, interviewing victims of alleged crimes and witnesses, and gathering evidence in connection with defense or prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such alleged crimes. The work is confidential and is performed under the direction of the District Attorney or Public Defender. Supervision may be exercised over Confidential Investigators. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Monitors investigations by collecting, assembling, preserving and reporting facts and evidence for use in presentation for felony and indictable misdemeanor cases;  
Conducts special investigations at the request of the District Attorney or Public Defender;  
Advises in the preparation of defense or prosecution of criminal cases brought to trial after indictment in County and Supreme Courts;  
Interviews defendants and witnesses, and takes written statements;  
Acts as liaison officer between the District Attorney's Office and the Public Defender's Office and the various municipal police agencies;  
Serves subpoenas in criminal cases, when necessary;  
Compiles statistical data on various facets of criminal activity;  
Maintains precise and accurate records of interviews and facts for use by the Public Defender or District Attorney;  
Performs other investigative duties, as directed by the District Attorney or Public Defender;  
Participates as lecturer at police training schools or seminars.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of New York State Penal Law, Code of Criminal Procedure and Vehicle and Traffic Law; thorough knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures; skill in criminal investigations; ability to establish and maintain friendly, cooperative relations with law enforcement officers or other governmental agencies; keen powers of observation.

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**MINIMUM QUALIFICATIONS\***: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in police justice, criminology or a closely related field **AND** two (2) years of experience in investigative work or law enforcement\*\*; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field **AND** four (4) years of experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience as defined in (A) above.

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

**NOTE:** Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

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

**\*ADDITIONAL QUALIFICATIONS/REQUIREMENTS FOR THE DISTRICT ATTORNEY'S OFFICE:**

- 1. Candidates must have six (6) more years of additional experience beyond the number of years experience as stated in (A), (B), and (C) above.
- 2. Candidates must have been the lead investigator in no less than twenty (20) “B” level felonies or higher.
- 3. Candidates must have been the lead investigator in no less than two (2) homicides.

Adopted: 03/02/82  
Revised: 05/08/96, 10/02/01, 08/30/06, 09/24/09, 05/02/11, 01/19/12

*Title in promotional series: Investigative Financial Analyst, Confidential Investigator, Senior Confidential Investigator, Chief Confidential Investigator*