

CRIMINAL INVESTIGATOR

Distinguishing Features of the Class: The work involves responsibility for investigating crimes and offenses in violation of law. The incumbent secures and reports facts and information by interview, observation and investigation. This position is characterized by the performance of extensive field activities concerned with gathering information for use in criminal proceedings. The work is performed under the general supervision of a higher ranking officer. Does related duties as required.

Typical Work Activities:

- Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation and offenses;
- Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest and indictment of individuals and prosecution of cases;
- Evaluates information gathered and make conclusions based upon it;
- Conducts field investigations of either reported or suspected violations of law;
- Executes warrants as directed by the courts or other police agencies;
- Arrests suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity;
- Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
- Testifies in court regarding the investigations conducted and evidence collected;
- Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of modern police procedures, law enforcement and investigation techniques;
- Good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;
- Good knowledge of the geography of the County;
- Good oral and written communication skills;
- Skill in the use of firearms;
- Ability to comprehend complex written material;
- Ability to operate radio, audio, visual and photographic equipment;
- Ability to maintain records;
- Ability to deal firmly yet courteously with the public;
- Sound judgment and powers of observation;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Four years in permanent competitive class with an original competitive appointment as Deputy Sheriff or Police Officer.

Special Requirement: Possession of an appropriate New York State Drivers License.

04/30/92

02/03/00 Retyped

03/27/2008

04/21/2008

CLASS: COMPETITIVE