

DISTRICT ATTORNEY'S OFFICE

CRIMINAL INVESTIGATOR

SALARY: \$48,587 Plus Benefits

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State College or University with an Associate's Degree in Criminology/Criminal Justice, Political Science or Public Administration or closely related field; and
- (B) Ten years of full-time experience as a police officer, five of which must have been in a supervisory capacity.

SEND RESUME/APPLICATION TO:

James Murphy, III
District Attorney
Saratoga County
25 West High Street
Ballston Spa, NY 12020

Issued: 06/10/2010

CRIMINAL INVESTIGATOR (District Attorney)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized police work involving responsibility for applying scientific methods and procedures in the investigation of violations of the law. The duties include, but are not limited to, interrogating criminals and witnesses, detecting crime and criminal activity, and gathering and reporting the evidence obtained. Employees normally work in plain clothes although uniformed service may be assigned when deemed essential by the department head. Duties are performed under the general supervision of the District Attorney, and Assistant District Attorney, or other superior. Supervision is not normally a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Obtains information and secures evidence for the arrest of persons alleged to have committed crimes;
Visits specific locations in order to obtain evidence;
Interviews suspects, victims, witnesses and informers to obtain evidence;
Appears in court and before a grand jury as a witness;
Investigates crime scenes;
Identifies and targets cases meeting stated criteria;
Prepares evidence and witnesses for hearings, grand jury, and trials;

Establishes and maintains contact with all police agencies relative to all of their activities;
Prepares required reports and maintains records of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principals and practices of police work including scientific methods of detection; excellent knowledge of the NYS Penal Code, Code of Criminal Procedure Law, Rules of evidence, Search and Seizure and Vehicle and Traffic Law; good knowledge of criminal law with particular emphasis on detection, apprehension, arrest, and prosecution of person; good knowledge of modern investigative techniques, forensic investigation methodologies, forensic internet and telephone investigative techniques; working knowledge of first aid methods; skill in use of firearms; skill in interrogation and observation; ability to obtain information through interviews; ability to execute difficult oral and written directions; ability to deal firmly but courteously with the public; ability to write clear and comprehensive reports; good powers of observation; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (C) Graduation from a regionally accredited or New York State College or University with an Associate's Degree in Criminology/Criminal Justice, Political Science or Public Administration or closely related field; and
- (D) Ten years of full-time experience as a police officer, five of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS

Possession of a New York State driver's license and Candidate must have successfully completed New York State Police Academy and certified as New York State Trooper or successfully completed MPTC Training Academy and certified as a police officer (or its equivalent)

Revised 4/2/10 po res 2010-16
Revised 2/4/05
PO RES 2005-10