

CHIEF INVESTIGATOR-BROOME COUNTY ASSIGNED COUNSEL PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for providing investigative services for the Broome County Assigned Counsel Program (BCACP) to panel attorneys in connection with pending local criminal or county court cases against clients. At the direction of the panel attorneys(s) assigned to the criminal case, the Chief Investigator will fulfill related duties as required to address the case-specific need of the assigned panel attorney(s). Work is performed under the general supervision of the Assigned Counsel Administrator and/or supervising attorney(s), with considerable leeway allowed in the conduct of investigations to which assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists panel attorneys assigned criminal matters in securing information pertaining to client cases, including discovery and other relevant information;

Meets with and interviews witnesses, complainants, and other individuals in order to obtain specific information relating to client cases to be used in preparation of defenses and at trial;

Meets with clients to review the results of and information obtained in connection with an investigation pertaining to their case and discovery associated therewith at the direction of the panel attorney assigned to the case;

Assists panel attorneys in all aspects of litigation including, but not limited to, hearing and trial preparation and attendance at trials when needed/requested;

Acts as a liaison among the BCACP, panel attorneys, staff, experts, health care providers, social workers and other non-attorney professionals, clients and other individual(s) designated by the BCACP Administrator or Supervising Attorney in connection with all aspects of client representation;

Maintains appropriate client case files relative to investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Penal Law and major offense investigation techniques, specifically as it applies to homicides, violent felony offenses and narcotics investigations;

Good knowledge of criminal and education laws;

Good knowledge of Broome County geographical area and of the multiple police agencies working in Broome County;

Good knowledge of investigative techniques;

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Good knowledge of interviewing techniques;
Good knowledge of how evidence, statements, and affidavits are used in investigative work;
Working knowledge of laws, rules and regulations as they apply to law enforcement situations, particularly to the New York State Penal and Criminal Procedures Law;
Working knowledge of the legal requirements for gathering and reporting evidence;
Working knowledge of basic legal terminology;
Ability to conduct interviews and interrogations;
Ability to prepare clear, accurate, complex investigative reports;
Ability to be courteous yet firm with the public;
Ability to remember facts and information;
Ability to communicate effectively, both orally and in writing;
Ability to use good judgement when conducting interviews;
Ability to analyze and evaluate information;
Ability to understand and interpret written material in the fields related to investigation;

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in criminal justice, criminology, or police science or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in criminal justice, criminology, or police science and two years of experience in field investigations; OR
- C) An equivalent combination of training and experience as indicated in paragraphs A and B above.

SPECIAL REQUIREMENT: Possession of a Class 5 driver's license issued by the State of New York is necessary at the time of appointment and to be maintained throughout employment in this title.