

INVESTIGATOR (PUBLIC DEFENDER)

DISTINGUISHING FEATURES OF THE CLASS: This is investigative work involving interviewing defendants and witnesses and gathering evidence in connection with criminal proceedings. Work is performed under the general supervision of the Chief Investigator with leeway allowed for the exercise of independent judgement in the use of investigative techniques. This position is of a highly confidential nature. Any breach of this confidentiality could result in immediate dismissal. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Checks criminal history and financial status of defendants;
Investigates and determines facts surrounding each case, including viewing the scenes of alleged crimes;
Locates, meets with and interviews all suspects and witnesses involved in an investigation in order to obtain specific information relating to the investigation;
May locate and search public and private documents in order to locate some individuals or may have to question others and follow leads in order to find an individual;
Acts as a liaison between the Public Defender's office and the various municipal police agencies;
Assists the attorneys in the preparation on cases for trial and attends court when necessary;
Prepares reports for each case describing all steps taken, visits made, persons questioned and facts established.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of investigative techniques;
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 Procedure Law;
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 express one-self clearly, 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;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

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