

Civil Division: Oneida County Government
Jurisdictional Class: Pending Jurisdictional Classification (PJC)
EEO Category: Professional
Adopted: 08/30/06

CHIEF CONFIDENTIAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility to insure that all investigations under the position's supervision are completed in a timely and efficient manner. The incumbent reviews and oversees all criminal cases, investigations and complaints assigned to the investigative unit. The work is confidential and is performed under the direction of the District Attorney or Public Defender. Supervises and assigns daily tasks to Senior Confidential Investigators and other subordinate positions. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and oversees all criminal cases, investigations and complaints assigned to the investigative unit;
Assigns investigations, complaints, and subpoenas to investigators and other subordinate personnel;
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;
Acts as liaison officer between the District Attorney's Office or the Public Defender's Office and the various municipal police agencies;
Acts as a liaison between the Oneida County Department of Social Services and the New York State Department of Labor;
Oversees and assigns day to day duties for Senior Confidential Investigators and other designated supervised staff;
Performs other investigative duties, as directed by the District Attorney or Public Defender.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of New York State Penal Law, Code of Criminal Procedure and Vehicle and Traffic Law; comprehensive knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures; thorough knowledge of the principles and practices of supervision; ability to supervise and direct subordinate staff; ability to communicate clearly both orally and in writing; ability to establish and maintain good working relationships with others; ability to deal courteously but firmly with the public; ability to instill and maintain good departmental morale and standards; good judgment; good 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** three (3) 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** five (5) years of experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience as defined in (A) above.

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

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment.

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

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