

SPECIAL VICTIMS INVESTIGATOR (DISTRICT ATTORNEY)

DISTINGUISHING FEATURES OF THE CLASS: This is highly specialized technical criminal investigation work of a difficult and complex nature, which involves investigation and prosecution of child abuse and neglect, sexual assault, sexual abuse and exploitation, rape and related criminal cases, in close collaboration with the Putnam County Child Advocacy Center. The incumbent of this position secures and reports facts and information by interview, observation and investigation, all performed within parameters and recommendations set forth by the New York State Children's Justice Act Task Force and other expert leadership in the field. The nature of this work and the particular needs of the victims of such crimes require specialized abilities, experience and specific training to ensure that interviewing and investigation is conducted in a manner that will limit additional trauma to victims. Fluency in Spanish is required. Considerable independence is exercised in planning and carrying out investigations and related procedures. Incumbents are police officers as defined by Criminal Procedure Law Article 1, §20(34)(g). Direct supervision is received from the District Attorney, the Chief Assistant District Attorney or First Assistant District Attorney. Work requires the incumbent to be on call nights and weekends. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Investigates allegations of sexual and physical abuse cases against children;
Works collaboratively with Multidisciplinary Team in conducting interviews of child victims;
Attends monthly Multidisciplinary Team meetings to discuss individual cases, strategize, foster teamwork and communication;
Responds to emergency departments, clinics, etc., to document injuries, conduct interviews of family members, and interview physicians in suspected child abuse cases;
Counsels victims and families, and makes appropriate referrals for therapeutic services;
Provides clients and families with substance abuse awareness and prevention information;
Provides clients and families with domestic violence awareness information and makes appropriate referrals for assistance;
Conducts highly sensitive interviews of children with special needs and/or mental health issues;
Conducts interrogations of alleged suspects in special victims' cases;
Cooperates and works closely with local and state law enforcement agencies to investigate and secure crime scenes and ensure proper processing of DNA evidence, etc.;

SPECIAL VICTIMS INVESTIGATOR (DISTRICT ATTORNEY) (cont'd)

Prepares reports on sexual assaults, child abuse, and all cases, including case status and all pertinent information;

Maintains case folders for individual cases;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of sex crime investigation techniques and proceedings; good knowledge of rules of evidence and court proceedings; working knowledge of National Child Advocacy Center and New York State Child Advocacy Center standards, procedures and best practice recommendations; ability to organize and conduct criminal investigations; ability to prepare and present precise written and verbal reports; ability to establish and maintain cooperative relations with law enforcement agencies; ability to deal with people effectively; skill in the use of firearms; sound judgment and keen powers of observation.

MINIMUM QUALIFICATIONS:

Bachelor's degree and seven (7) years of experience as a Police Officer or Deputy Sheriff, which must have included extensive experience involving investigations of child sexual abuse, child neglect, sexual abuse, sex crimes, domestic violence, drug crimes involving minors.

SPECIAL REQUIREMENTS:

1. Training in forensic interviewing techniques and best practices as advocated by the New York State Children's Justice Task Force and the New York State Children's Alliance;
2. Fluency in the understanding, speaking, reading, writing and translating Spanish.