

SENIOR CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for investigating and overseeing assigned cases and coordination of investigations conducted by other members of the Criminal Investigations Unit. Additional duties include preparation for prosecution of cases, requiring working closely with the District Attorney's office. This position differs from Deputy Sheriffs assigned or permanently designated as Criminal Investigator by virtue of responsibility for more difficult cases and higher level of independent judgment required. Work is performed under general supervision of the Chief Criminal Investigator/Inspector with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of Deputy Sheriffs assigned to investigations or permanently designated Criminal Investigators. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interviews suspects, witnesses and complainants in an effort to obtain relevant information relating to the investigation and offenses;

Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest and indictment of criminals and prosecution of cases;

Conducts field investigations of either reported or suspected violations of law;

Oversees all activities during each narcotics raid;

Investigates criminal cases which include felony complaints, unattended deaths and fatal accidents;

Coordinates criminal investigations with Federal and State agencies when necessary;

Oversees the investigation of crimes assigned to Criminal Investigations unit;

Testifies in court and Grand Jury hearings regarding the investigations conducted and collected;

Acts as liaison with District Attorney's Office and the Probation Department;

Assists with the budget preparation for the Criminal Investigations Units;

Compiles and maintains a variety of written factual reports and records in order to document activities and retain information useful in future and/or continuing investigations;

May supervise Deputy Sheriffs or permanently designated Criminal Investigators;

May develop grant applications;

Performs a variety of related activities as required.

SENIOR CRIMINAL INVESTIGATOR (cont'd)

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, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern police procedures, law enforcement and investigation techniques; thorough knowledge of New York State Penal Law, Criminal Procedure Law and other applicable laws, regulations and ordinances; good knowledge of the techniques utilized to preserve crime scenes during investigations; good knowledge of the geography of the County; good oral and written communication skills; skill in the use of firearms; ability to comprehend complex written material; ability to supervise the work of subordinate staff; ability to maintain accurate records; ability to deal firmly and effectively with the public; sound judgment and good powers of observation.

MINIMUM QUALIFICATIONS:

For Promotion:

Eight (8) years of permanent competitive class status as a Deputy Sheriff or Deputy Sheriff/Criminal Investigator with the Putnam County Sheriff's Department.

SPECIAL REQUIREMENTS: Possession of an appropriate New York State driver's license.