

A D D E N D U M

DISTRICT ATTORNEY INVESTIGATOR, O.C. #60057-300

State Civil Service made a correction on the Subjects of Examination, Expanded Sub-Test Description:

New York State Laws-These questions test for knowledge of the laws in effect on **January 1, 2026** that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

DISTRICT ATTORNEY INVESTIGATOR, O.C. #60057-300

SALARY: \$70,670 - \$89,397 annually; (2026) Genesee County

VACANCY: This examination is being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

LAST FILING DATE-----MAY 6, 2026

EXAMINATION DATE-----JUNE 13, 2026

MINIMUM QUALIFICATIONS: On or before the examination date, to be eligible for this examination, applicant must meet the following minimum qualifications:

- A. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience in law enforcement as a Certified Police Officer. **[IF CLAIMED, INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION].**

NOTE: Must maintain Police Officer Certification

NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION.

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

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NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2027.

TYPICAL WORK ACTIVITIES:

Assists District Attorney and Assistant District Attorneys with all assigned tasks, including but not limited to, investigating crimes, locating and interviewing witnesses, transporting witnesses, securing and transporting evidence, and obtaining discovery materials; Appears in court and before a grand jury as a witness; Prepares evidence and witnesses for hearings, grand jury and trials; Establishes and maintains contact with all police agencies relative to other activities; Prepares written reports summarizing the results of investigations; Assists Victim Advocates with all assigned tasks;

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Evaluating Information and Evidence
2. Investigative Techniques and Criminalistics
3. New York State Laws
4. Understanding and Interpreting Written Material
5. Preparing Written Material in a Police Setting

USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAMINATION.

EXPANDED SUB-TEST DESCRIPTION:

Evaluating Information and Evidence- These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

Investigative Techniques and Criminalistics- These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

New York State Laws- These questions test for knowledge of the laws in effect on January 1, 2025 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

Understanding and Interpreting Written Material- These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

Preparing Written Material in a Police Setting- These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

Test Guide:

A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CROSS-FILING: If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.geneseeny.gov.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE

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VETERANS, Cont'd:

ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: www.geneseeny.gov. Phone 344-2550, Ext. 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

To apply online, please use the following link: <https://genesee-county.docuware.cloud/DocuWare/Forms/exams-application>

Online applications must be submitted no later than 5:00 p.m. on **May 6, 2026**.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with this rating of the examination will apply to this test.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

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