

GENESEE COUNTY

DEPUTY SHERIFF-INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Chief Deputy-Criminal, conducts investigations of crimes and serious accidents or deaths which may have involved criminal conduct. The incumbent interviews victims, witnesses, and suspects; and assists in obtaining physical evidence. The Investigator does not normally exercise supervision over other departmental employees, but may occasionally work with/and coordinate investigative efforts of uniformed personnel. The Investigator prepares all appropriate documentation to make arrests and works closely with the District Attorney's Office in prosecuting cases in court. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Responds to crime scenes to interview victims and witnesses, and to assist in gathering physical evidence;
Conducts criminal investigations: interviews victims, witnesses, suspects. Prepares reports, takes statements, prepares legal documentation, information, search warrants, etc.;
Maintains liaison with and assists other agencies such as courts, the District Attorney's Office, Social Services, Medical Examiner's Office, and other law enforcement agencies;
Assists road patrol deputies, and other law enforcement personnel in investigating crimes and other incidents;
Conducts background investigations for governmental employment, pistol permits, missing persons, internal affairs, etc.;
Testifies at all hearings, Grand Juries and trials regarding investigation results;
Conducts surveillances and undercover work;
Makes arrests;
Attends and conducts advanced training in specialized areas such as drug enforcement, homicide, arson, organized crime and sex offenses.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the New York State Penal Law, Criminal Procedure Law and the Vehicle and Traffic Law; good knowledge of the rights and protections provided individuals by the Constitution of the United States as they relate to the New York State Laws; good knowledge of investigative techniques, as well as what documents are available for inspection and what constitutes an illegal invasion of privacy; ability to develop sources of information using discretion in obtaining and releasing information; ability to operate computer, including word processing and other

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software programs, printer, answering machine, tape recorder, calculator, telephone, copy machine and fax machine, and police radio; ability to use a variety of firearms and less than lethal weapons; integrity; good language and writing skills; good powers of observation and memory.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear, and to use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is often required to walk, run, climb and/or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds, and must be able to detain and/or restrain an adult using bodily force.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may work in outdoor weather conditions, and may work with explosives when using firearms. May be exposed to blood borne pathogens.

The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years of permanent, competitive status as a Deputy Sheriff in the Genesee County Sheriff's Department.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Competitive Class

Approval 12/15/92 Revised 5/7/99

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