

PUBLIC DEFENDER INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves conducting confidential investigations, including securing, verifying and ascertaining facts relevant to services provided by the Public Defender's Office. The work includes, but is not limited to investigations of alleged crimes/family court proceedings, interviewing witnesses and gathering of evidence. The work is performed under general supervision of the Public Defender or by delegation, assistant Public Defenders according to established procedures. Evening work and other than normal work schedules can be expected. The investigator does related work, as required.

TYPICAL WORK ACTIVITIES:

Interviews witnesses to alleged crimes and family court offenses including the clients, complainants, friends and relatives of the defendant, Law Enforcement Officers and other witnesses;

Assist in investigation of cases to include but not limited to visiting and photographing crime scenes and other places relevance to the case;

Prepares written reports for the use in evaluation of defense and/or sentencing;

Investigates the family and personal background of criminal defendants to gather information utilized to support recommendations for the setting of bail or for sentencing;

Serves subpoenas and other court related documents;

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 techniques and procedures in conducting criminal investigations; knowledge of laws governing arrests, rules of evidence and court procedures; knowledge of techniques utilized to secure and preserving evidence, and presenting it in physical, oral or written form; good knowledge of investigative interviewing techniques; skill in conducting investigations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively both orally and in writing; ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts, informants, and accused and convicted criminals; ability to operate a computer; ability to remain calm and act effectively in tense situations; keenness of observation; integrity; initiative, resourcefulness; good judgement.

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, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Graduation from a regionally accredited or NYS registered four year College or University with a Bachelor's Degree or higher in Criminal Justice, Criminology, Police Science, or closely related field **AND** two (2) years of full-time, paid experience with a public or private agency whose duties shall have involved confidential investigations in the criminal or civil fields;

OR:

- B. Completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered College or University in the education fields as defined in A above **AND** four (4) years of full-time paid experience with a public or private agency whose duties shall have involved confidential investigations in the criminal or civil fields;

OR:

- C. Six (6) years of full-time paid experience with a public or private agency, three (3) years of whose duties shall have involved confidential investigations in the criminal or civil fields.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate 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.

NOTE: Part-time or volunteer experience will be considered on a prorated basis.

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

Competitive Class

Adopted 12/17/96

Revised 3/24/98, January 4, 2019