

INVESTIGATOR  
(PUBLIC DEFENDERS' OFFICE)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for investigating criminal matters for Public Defenders clients. The work includes interviewing witnesses and verifying information given by clients. The work is performed under general supervision, with wide leeway allowed in planning and carrying out work assignments. Supervision of others is not a regular responsibility of this position. An Investigator (Public Defenders' Office) does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs investigating functions in Criminal cases and/or Family Court cases;
- Interviews clients, their relatives, friends and others to obtain information and gather evidence;
- Interviews witnesses and complainants;
- Secures background information verifying information given by clients;
- Makes jail visits;
- Assess clients' need and make referrals to appropriate agencies;
- Maintain and update Case files, both physical and computer records;
- Serve as contact person for family of incarcerated client;
- Assist in establishing diversion plans for clients through Probation, ATI or other Community Agencies;
- Appear with client at Felony Pre-Sentence Investigation;
- Secure appropriate arrest papers with supporting depositions.
- May arrange bail by preparing bail papers for Court;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the NYS Penal Law, Criminal Procedures Law, and Motor Vehicle and Traffic Law; good knowledge of modern investigative techniques; good knowledge of rights and protections provided individuals by the Constitution of the United States; ability to analyze and evaluate information and evidence; ability to deal courteously with the public and other agencies; good language and writing skills, basic computer skills; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Graduation from a regionally accredited or New York State registered college or university with at least an associate's degree in criminal justice, sociology, political science, psychology or social science AND two years of full time or part-time equivalent of experience in social casework, or in a position involving substantial contact with the public either in the criminal justice system, probation or social casework.

OR

- B) Five years of full time or part-time equivalent of experience in social casework, or in a position involving substantial contact with the public either in the criminal justice system or probation.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/29/03