

Please post conspicuously

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY  
FOR THE FOLLOWING VACANCY:**

**District Attorney's Office**  
***District Attorney Investigator***

**\$67,837**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This specialized investigative work involves the investigation of alleged crimes, interviewing victims of alleged crimes and witnesses, gathering evidence in connection with prosecution of suspects, assistance with the administration of diversion of prosecution programs, and compilation of discovery materials. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such alleged crimes. This work is confidential and is performed under the direction of the District Attorney. Incumbent performs related work as required. Performance of duties may require additional unscheduled work on evenings, weekends and holidays. This position is exempt from FLSA overtime requirements; therefore there will be no overtime paid for such additional work.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Monitors investigations by collecting, assembling, preserving and reporting facts and evidence for use in presentation for felony and indictable misdemeanor cases;
- Execution of arrests, court ordered arrests, court ordered searches and issuance of traffic tickets;
- Conducts special investigations at the request of the District Attorney;
- Advises and assists in the preparation and prosecution of criminal cases;
- Interviews defendants and witnesses, and takes written statements;
- Acts as liaison officer between the District Attorney's Office and law enforcement agencies;
- Serves subpoenas in criminal cases, when necessary;
- Compiles statistical data on various facets of criminal activity;
- Creates and maintains precise and accurate records of investigations for use by the District Attorney;
- Performs other investigative duties as directed by the District Attorney.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the New York State Penal, Criminal Procedure, and Vehicle and Traffic Law, thorough knowledge of techniques and procedures used in making criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures; skill in criminal investigations; ability to establish and maintain friendly, cooperative relations with law enforcement officers or other governmental agencies; keen powers of observation.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in police justice, criminology or a closely related field AND two (2) years of experience in investigative work or law enforcement; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field AND four (4) years of experience as defined in (A) above: OR
- (C) Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience as defined in (A) above.

**SPECIAL REQUIREMENTS:**

1. Candidates must have ten (10) or more years of additional experience beyond the number of years of experience in (A), (B), and (C); AND
  - a. Must have been the lead investigator on no less than twenty (20) "B" Felony level (NYS PENAL LAW) investigations; OR
  - b. Must have been the lead investigator on no less than twenty (20) economic crime investigations; OR
  - c. Must have been the lead investigator on no less than two (2) homicide investigations.
2. Candidates must have a minimum of five (5) years in the supervision of criminal investigations;
3. Resident of New York State;
4. Certified in the administration of polygraph or voice stress analysis;
5. Certified New York State Police Officer or ability to obtain certification as a New York State Police Officer;
6. Ability to qualify with and carry a firearm;
7. Familiarity with Otsego County and its law enforcement agencies.

NOTE: Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

CLASSIFICATION: Non-Competitive (Exempt from NYS CSL §75)

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)

Dated: January 1, 2024