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OTSEGO COUNTY HAS THE FOLLOWING **INTRADEPARTMENTAL
PROMOTIONAL OPPORTUNITY:**

Sheriff Department

Deputy Sheriff Investigator

\$57,057 - \$69,347

DATED: April 19, 2024

LAST DATE TO FILE: May 2, 2024

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for investigating crimes and offenses in violation of law. The incumbent secures and reports facts and information by interview, observation and investigation. This position is characterized by the performance of extensive field activities concerned with gathering information for use in criminal proceedings. The work is performed under the general supervision of the Sheriff or Undersheriff; does related work as required.

TYPICAL WORK ACTIVITIES:

- Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation and offenses against the law;
- Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest of individuals and the indictment and prosecution of cases;
- Conducts field investigations of either reported or suspected violations of law;
- Processes all incoming arrest warrants and assigns their executions;
- Investigates incidents involving suicides, unattended deaths, and homicides;
- Conducts surveillance and gathers criminal intelligence of suspected criminal activity;
- Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
- Testifies in court regarding the investigations conducted and evidence collected;
- Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations;
- Conducts background investigations of pistol permit applicants;
- Assists in any other function of the Sheriff's Department, as needed and directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern police procedures, law enforcement and investigation techniques; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of the geography of the County, familiarity with the operation of radio and VDT equipment; good oral and written communication skills; skill in the use of firearms; ability to comprehend complex written material; ability to deal firmly yet courteously with the public; sound judgment and powers of observation; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS:

Currently employed in the Otsego County Sheriff's department with permanent status as a Deputy Sheriff and must have two (2) years of permanent competitive status as either a Deputy Sheriff or Police Officer.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State Driver's license.
2. In order to be eligible for appointment candidate must meet all current requirements of Section 58 of the Civil Service Law.

CLASSIFICATION: Competitive

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