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The Albany County District Attorney's Office is looking for qualified candidates to fill the position of Criminal Investigator. All applicants should submit a cover letter and resume to 6 Lodge St. 4th Floor, Albany, NY 12207 Attention: Bethany Simpson can be emailed to [Bethany Simpson@albanycountyny.gov](mailto:Bethany.Simpson@albanycountyny.gov). The starting salary is \$70,859.

Criminal Investigator

DISTINGUISHING FEATURES OF THE CLASS: Work involving the application of the appropriate methods, policies and procedures in the investigation of alleged criminal complaints and verification of evidence to present in criminal proceedings. Work is performed under the supervision of the Senior Criminal Investigator. Investigations involve dealing with highly confidential and legally privileged information. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Investigation of criminal complaints to establish and verify their authenticity;
- Conduct interviews with witnesses and police officers to compile, verify and develop information to be used as evidence;
- Secure evidence in the form of statements, documents, and records;
- Serve subpoenas on witnesses and for records, if necessary, assure that witnesses and records are produced in court;
- Prepare reports on investigations and complaints and keep a record of information obtained in accordance with established directives;
- Engage in established programs for office safety and security at all times;
- Testify in court when needed;
- Responsibilities also include documentation of suspected criminal conduct, witness location, and evidence retrieval and preparation, statistical data review and report preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles, practices and methods used in investigative work;
- Thorough knowledge of Criminal Procedural Law, Penal Law and Executive Orders as each pertain to investigator position;
- Ability to follow established law enforcement policies and procedures;
- Knowledge and skill with Microsoft Office Suite;
- Thorough knowledge of and skill in conducting various levels of investigative work;
- Skill in obtaining information through interviews and observations;
- Skill in obtaining information from unwilling sources;
- Ability to deal firmly but courteously with the public;
- Ability to prepare written reports;
- Possess integrity and tact;
- Maintain good physical condition.

EDUCATION:

- a) Graduation from a NYS or regionally accredited two year college with an Associate's degree in Criminal Justice and five (5) years of extensive investigative experience; or
- b) Graduation from high school or possession of a GED and eight (8) years as a police officer with extensive investigative experience; which would include experience with highly confidential investigations and experience in dealing with police agencies at the local, state and federal levels; or
- c) Any equivalent combination of training and experience as indicated above.

EXPERIENCE (List amount and type):

At least 8 years as a New York State Certified Police Officer on the DCJS Police Officer Registry in addition to the above described requirements.

LICENSES/SPECIAL REQUIREMENT:

Must be a graduate of a certified Basic Municipal Police Training Program and registered with the NYS DCJS Police Officer Registry.