

## CHEIF INVESTIGATOR (DISTRICT ATTORNEY)

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work in the office of the District Attorney involving the investigation of crimes and criminal activity, interrogation and interviewing suspects and witnesses, gathering of evidence and other investigative duties. Under the direction and supervision of the District Attorney, the Chief Investigator exercises considerable judgment in conducting investigations to which assigned. The incumbent conducts criminal investigations and coordinates and assists law enforcement officials from other agencies. A Chief Investigator acts in a supervisory capacity with respect to the administrative support staff in the office of the District Attorney, including the secretary, paralegal assistant and paralegal. A Chief Investigator (District Attorney) does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provides supervision over the administrative functions of all investigations including case intake, discovery, management and disposition;
- Assists in criminal investigations by collecting and preserving evidence, reporting facts to the District Attorney in regard to all felony and certain misdemeanor cases;
- Conducts special investigations at the request of the District Attorney;
- Assists in the investigation and preparation of all criminal cases brought to trial;
- Interviews suspects and witnesses and takes written statements;
- Acts as the lead liaison officer between the District Attorney's Office and the various law enforcement agencies serving Cattaraugus County;
- May serve subpoenas in criminal cases;
- Compiles statistical data on various facets of criminal activity and maintains appropriate files on cases under investigation;
- Performs other investigative duties as directed by the District Attorney.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of techniques and procedures employed in criminal investigations; knowledge of laws governing arrests, rules of evidence and court procedures; proven experience in conducting criminal investigations, including search warrants, arrest warrants and wiretap orders; ability to gather, assemble, analyze and evaluate facts and evidence, to draw logical conclusions and make recommendations; ability to establish and maintain professional and cooperative relations with law enforcement officers of other governmental agencies; experience in use of informants; keenness of observation; integrity; initiative and resourcefulness; honesty; tact; good judgment; physical condition commensurate with the demands of the position.

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

A) Possession of a Bachelor's Degree in Political Science, Psychology, Human Resources, Criminal Justice, Paralegal or Legal Studies and five (5) years of experience in a legal field or an investigative position related to legal matters, three (3) year of which must have been in a supervisory role;

OR

B) Possession of a Bachelor's Degree in Criminal Justice or related field and four (4) years of experience as a sworn officer in New York State law enforcement, at least two (2) years of which must have been in a supervisory position primarily involving criminal investigative work.

*SPECIAL REQUIREMENT:* Possession and maintenance of a valid driver's license.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

#### CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/29/2025  
Exempt Class requested