

CHIEF INVESTIGATOR (RICHMOND COUNTY DISTRICT ATTORNEY)

General Statement of Duties and Responsibilities

Under general direction, has responsible charge of activities in the investigation bureau in the agency; performs related work.

Examples of Typical Tasks

Plans, directs, and coordinates the activities of the investigation bureau.

Directs the training of investigation personnel.

Plans and develops operating procedures for interviewing witnesses and other persons, obtaining statements, preparing cases for hearing or trial, etc.

Reviews, evaluates and acts on reports and recommendations submitted for administrative action.

Prepares reports of bureau activities.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in the performance of criminal investigations, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. Education and/or experience equivalent to "1" above. Experience may be substituted for education on the basis of six months experience for one year of college.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.