

CONFIDENTIAL CRIMINAL INVESTIGATOR TASK FORCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting criminal investigations initiated as a result of analysis prepared by the Erie Crime Analysis Center. The work entails collaborating efforts between the District Attorney's Office and the Erie Crime Analysis Center and other law enforcement agencies to reduce pattern crimes that crossover jurisdictions. Responsibilities include conducting necessary interviews, conducting identification proceedings to determine where firearm-related crimes are occurring and analyze, with the assistance of the Erie Crime Analysis Center, where the hotspot crimes are occurring, in an effort to reduce firearm-related crimes.

TYPICAL WORK ACTIVITIES:

Assists the Task Force in the District Attorney's Office in the preparation of cases for prosecution;
Conducted assigned investigations as directed by the Senior Chief, Confidential Criminal Investigator, in a prompt and correct manner;
Prepares concise, complete and accurate reports regarding investigations;
Responsible for the proper handling of evidence to insure its admissibility in court;
Actively participates in investigating, collecting and correlating evidence exhibits, statements of witnesses and reports findings;
Weekly meetings with Task Force Team to review hotspots, patterns of crime and suspect information and provide updates;
Work with other law enforcement agencies where the pattern crimes cross over;
Collaborates with federal, state and local law enforcement agencies regarding investigations that cross over jurisdictions;
May perform duties related to transportation and security of the District Attorney.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge procedures, methods and techniques of criminal investigation; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law and the Code of Criminal Procedures; ability to prepare and maintain accurate records and reports; persistence in following up all leads and sound judgment in weighing evidence uncovered; resourcefulness in conducting investigations; demonstrated capacity to work effectively with all segments of the criminal justice community; demonstrated capacity to excel in conducting investigations; good moral and ethical character; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university and eight (8) years of experience as a police officer, at least three (3) years of which included criminal investigative work experience in one of the following fields, narcotics, homicide, or gun crimes; or
- B) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as a police officer, at least three (3) years of which included criminal investigative work experience in one of the following fields, narcotics, homicide, or gun crimes; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a Police Officer Basic Training Certificate or its equivalent issued by the New York State Municipal Police Training Council at time of appointment; and
Possession of a valid New York State Driver's License at time of appointment; and
Meet minimum standards on annual firearms qualification.