

SENIOR INVESTIGATOR

JOB CODE: 4202
LOCATION: Tioga County Sheriff's Office
CLASSIFICATION: Competitive
SALARY: Tioga County Law Enforcement Union (TCLEU)
ADOPTED: 1/96; Revised 1/08, 03/21 Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term**

DISTINGUISHED FEATURES OF THE CLASS: The work involves responsibility for the investigation of cases assigned and the supervision of investigators of Criminal Division. Considerable leeway is allowed for the use of independent judgment. The incumbent is expected to review all major cases with both the Sheriff and Undersheriff and does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews and approves all criminal cases investigated by Criminal Investigation Division personnel;
- Administers the distribution of Criminal Cases assigned to the Criminal Investigation Division;
- Directs activities of Criminal Investigation personnel investigating crimes;
- Interviews witnesses, suspects, and victims and takes written statements;
- On scene supervision of Criminal Investigation personnel investigating serious criminal matters;
- Prepares monthly and annual reports of the criminal Investigation Division activity to the Sheriff and Undersheriff;
- Coordinates activities with other Law Enforcement departments during multi-department / jurisdiction investigations;
- Prepares and administers work schedules for Criminal Investigation Division personnel to include "On-Call" Schedule;
- Reviews written reports at conclusion of investigations;
- Testifies in court on criminal investigations;
- Schedules attendance of Investigators at all court proceedings;
- Prepares information for allocation and procurement for supplies and equipment;
- Conducts all internal investigations as directed by the Sheriff or Undersheriff;
- Assigns training schools for Division members to attend

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Police Investigative methods and practices, thorough knowledge of the New York State Penal Law, Criminal Procedure Law and other laws and ordinances relating to criminal offenses; knowledge of the use of firearms and other weapons, skill in obtaining, use, care and preservation of evidence such as finger-prints and photographs; ability to interrogate witnesses and use collateral methods of obtaining information; initiative and resourcefulness; ability supervise the work of others; ability to deal effectively and secure the cooperation of subordinates and the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS - PROMOTIONAL: At time of examination, must be employed on a permanent basis in the competitive class within the Tioga County Sheriff's Office in a rank higher than Deputy AND either:

- a) Currently hold the title of Investigator on a permanent basis with continuous service for twenty-four (24) months; OR
- b) Previously held the title of Investigator on a permanent basis with continuous service for twenty-four (24) months.

Special Notes:

1. Tioga County Civil Service Rule XIV, Section 9, states, "Police Officer and Deputy Sheriff Appointments. Hereinafter the term Police Officer shall include Deputy Sheriff."
2. Requirements—New York State Civil Service Law Section 58-1-b. (effective Sept. 1, 1984) Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the state of New York or has previously served as a member of the New York State Police.