

Personnel and Civil Service

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NOTICE OF VACANCY DISTRICT ATTORNEY INVESTIGATOR

Date of Issue: 11/27/2024 This is plain-clothes investigative work in the District Attorney's Office involving responsibility for the investigation of crimes, interrogation of suspects and witnesses, gathering of evidence, and other related duties. Incumbents are required to work in accordance with established practices and procedures and are required to be on-call 24 hours a day; may work nights and weekends. The work is performed under general supervision from the District Attorney or Assistant District Attorneys with a high degree of autonomy and considerable leeway allowed in independent judgment. The incumbent is a Police Officer as defined under the New York State Criminal Procedure Law, §1.20 (34), and will carry a handgun.

The title of District Attorney Investigator is classified as **Exempt** under Tioga County's civil service rules. Pending a criminal background check*, an appointment may be made to this position.

Status: Permanent; serves at the pleasure of the District Attorney
Work Hours: Part-time; requires availability at any hour of the day or night
Salary: \$35.00 / hour; NYS Retirement System; no additional benefits offered
Location: Tioga County District Attorney's Office

Qualifications: As deemed appropriate by appointing authority

Consideration given to applicants with six (6) years of full-time law enforcement experience as a felony level investigator or detective and an additional three (3) years of full-time law enforcement experience in the permanent rank of Sergeant or higher. Experience to have included the supervision of investigations and personnel. Law enforcement experience to have included felony level drug investigations, homicide investigations, and wiretap and eaves dropping investigations.

Special note: For investigations involving electronic evidence, experience must include investigations involving the collection and analysis of digital communications, including apps, digital communications and computer devices, and cellular telephone, tower and records analysis.

In addition, preference will be given to candidates with:

1. Current certification from NYS Division of Criminal Justice Services (DCJS) showing validation of Police Officer Registry status.
2. Firearms certification (maintained for duration of employment).
3. Valid driver's license (maintained for duration of employment).
4. Candidate must live within a one (1) hour driving radius of Tioga County at time of appointment and maintain residency for duration of employment.

Apply Online by using our "Online Application Tool":
<https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.