



Erie County Assigned Counsel Program

Job Title:	Criminal Investigator	Job Category:	Criminal Investigations
Department/Group:	Criminal Investigations Unit	Job Code/ Req#:	
Directly Reports to:	Supervising Criminal Investigator	Supervises:	N/A
Location:	In Office or in the field – 8 am to 4 pm	Travel Required:	Within Western New York
Level/Salary Range:	\$65,000- \$77,500	Position Type:	Full-time, exempt

Job Description

ROLE AND RESPONSIBILITIES

The Criminal Investigator performs a highly specialized and confidential role in the criminal defense work performed at the Assigned Counsel Program. The tasks include but are not limited:

- Interviewing defendants and witnesses
- Obtaining written statements
- Evidence identification
- Database research
- Review of records and reports
- Discovery review
- Maintaining case management records and case files
- Other related duties as assigned.

The work is performed under the general supervision of the Supervising Criminal Investigator with latitude allowed for the exercise of independent judgment in the use of investigative techniques. The Criminal Investigator shall also communicate effectively with the responsible attorney assigned each case, and with other people who are also providing services to the responsible attorney and or client. The Criminal Investigator shall be able to testify, if necessary, on an assigned case.

Employees of this class work in accordance with established practices and procedures, under direct supervision of the Supervising Criminal Investigator.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an accredited college or university with a bachelor's degree in criminal justice, Criminology, Police Science, or closely related field; OR
- Graduation from an accredited college or university with an associate degree in Criminal Justice, Criminology, Police Science, or closely related field and two (2) years of documented experience in field investigation and/or law enforcement work; OR
- Graduation from an accredited or Certified Law Enforcement Academy and two (2) years or more experience with an assignment to an investigative position; OR
- An equivalent combination of training and experience as set forth in (A), (B), and (C) above.

- E) Possession of a valid class D (or better) driver's license duly issued by the State of New York is necessary at the time of appointment.
- F) Criminal trial testimony experience
- G) Familiarization with various computer programs such as database research, social media, case management as well as the Microsoft Office suite

PREFERRED SKILLS

Excellent communication skills

Investigative interview skills

Forensic / investigative photography skills

Possession of a valid have and carry concealed pistol permit issued by the State of New York

ADDITIONAL NOTES

The criminal investigator is expected to work business hours identified in the Program Employee handbook. There is a potential to conduct work outside of those hours from time to time, but only after supervisory approval.

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	David Kubiak	Date:	3/6/2024
Approved By:	Michelle Parker	Date:	3/6/2024
Last Updated By:		Date/Time:	