



Erie County Assigned Counsel Program

Job Title:	Criminal Investigator I	Job Category:	Criminal Investigations
Department/Group:	Criminal Investigations Unit	Job Code/ Req#:	
Directly Reports to:	Supervising Criminal Investigator	Supervises:	
Location:	Office, Field or Remote	Travel Required:	Within Western New York
Level/Salary Range:	\$53,000 to \$60,000	Position Type:	Full-time, non-exempt
Job Description			
ROLE AND RESPONSIBILITIES The Criminal Investigator 1 performs a confidential role in the criminal defense work performed at the Assigned Counsel Program. The tasks include but are not limited to: • Evidence review & analysis to support senior investigator cases, this includes but not limited to; timelines, video cropping, video enhancement, digital mapping. • Review of records and reports • Perform background investigations as assigned • Database research • Interviewing clients and witnesses • Obtaining written statements • Evidence identification • 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 1 is expected to assist senior investigators with casework development while training with assigned investigators to develop requisite skills of the criminal investigator. Employees of this class work in accordance with established practices and procedures, under direct supervision of the Supervising Criminal Investigator.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS A) Graduation from an accredited college or university with a bachelor's degree in criminal justice, Criminology, Police Science, or closely related field; OR B) 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 C) Graduation from an accredited or Certified Law Enforcement Academy and two (2) years or more experience with an assignment to an investigative position; OR D) 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) 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

Digital forensic investigative skills

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:	Michael Mohun	Date:	10/8/26
Approved By:	Michael Mohun	Date:	10/8/26
Last Updated By:	David Kubiak	Date/Time:	10/8/26

Erie County Bar Association's Aid to Indigent Prisoners Society, Inc.