



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** 24-083      **POSTING DATE\*: FROM:** 1/03/2025    **TO:** 1/13/2025

**JOB TITLE:** Investigator (District Attorney)

**RATE OF PAY:** 2025: \$71,693/yr

**LOCATION:** Ontario County District Attorney's Office

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description.

**APPLICATION DEADLINE / LAST FILING DATE\*:** 1/13/2025

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 7/22/2020

## INVESTIGATOR (DISTRICT ATTORNEY)

### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school, or higher, or possession of a high school equivalency diploma AND ten (10) years full-time paid police experience, or its part-time equivalent, five (5) years of which must have been as an investigator/detective or in the permanent rank of Sergeant or higher.

### SPECIAL REQUIREMENTS:

1. Candidates must have successfully completed the basic course for Police Officers approved by the Municipal Training Council and have a current certification from the NYS Division of Criminal Justice Services showing valid Police Officer Registry status.
2. Candidate must have firearm certification and maintain for duration of employment.
3. Candidate must possess a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
4. Candidate must be a resident of Ontario County at the time of appointment and maintain such residency for duration of employment.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of continuing criminal investigations and interviews to substantiate facts and to verify, ascertain and secure evidence for cases being prepared by the District Attorney's Office. The work is performed in accordance with the established practices and procedures set forth by the District Attorney and under the New York State Criminal Procedure Law. An employee in this class is on call 24 hours a day and is responsible for handling general felony cases as well as misdemeanor cases that require development. The duties require them to continue investigations that were commenced by various law enforcement agencies around the county. The incumbent will have expertise and knowledge in investigations. The work is performed under the overall direction of the District Attorney or Assistant District Attorneys with considerable flexibility in the exercise of independent judgment in carrying out the details of the work. The work may require the incumbent to work nights and weekends. Does related work as required. The incumbent is also a Police Officer as defined under New York State Criminal Procedure Law §1.20(34) and must annually be certified to carry a handgun.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts felony and misdemeanor investigations by collecting and preserving evidence and, reporting facts as directed by the District Attorney/Assistant District Attorneys;  
 Conducts interviews and/or interrogations of victims, witnesses and suspects as needed to prepare case files;  
 Prepares reports, takes statements, and prepares legal documentation, information, search warrants;  
 Prepares reports of investigations;  
 Prepares reports and court documents for arraignment of suspects;  
 Assists the District Attorney/ Assistant District Attorneys in preparation of cases for and during trials;  
 Traces and locates witnesses and other missing persons;  
 Executes subpoenas, search warrants, summonses, material witness orders and warrants as required;  
 Collects and documents evidence obtained during the course of an investigation;

INVESTIGATOR ( DISTRICT ATTORNEY)

TYPICAL WORK ACTIVITIES: (Continued)

Conducts surveillance work;  
Retrieves and handles evidence for trials;  
Testifies in trials as an expert witness within the scope and training of investigative experience;  
Transports victims/witnesses and other documents as required;  
Conducts other investigative duties as directed by the District Attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Search and Seizure Laws and Rules of Evidence; good knowledge of the rights and protections provided individuals by the Constitution of the United States as they relate to the New York State Laws; good knowledge of modern investigative techniques; good knowledge of the techniques and procedures involved in establishing legal action in court; good knowledge of the techniques involved in serving legal papers; good knowledge of court procedures and criminal trials; good knowledge of the laws of evidence and arrest; skill in ascertaining facts by personal contact and observation of individuals, as well as examination of records; ability to conduct detailed confidential investigations; ability to communicate effectively; ability to prepare clear and accurate oral and written reports; ability to analyze findings and recommendations; ability to exercise good judgment; tact; physical condition commensurate with the demands of the position.

APPROVED: JUNE 21, 2019

REVISED: FEBRUARY 11, 2020, NOVEMBER 16, 2022

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE (POLICY INFLUENCING/CONFIDENTIAL)