



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
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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 #: 25-007 **POSTING DATE*:** FROM: 1/30/25 TO: until position is filled

JOB TITLE: Investigator (Part-Time)

RATE OF PAY: 2025 Starting Rate: \$36.77/hr

LOCATION: Ontario County Public Defender's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

- Graduation from high school or possession of a high school equivalency diploma AND EITHER:
1. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, which includes at least 15 credit hours in criminal justice, social work, paralegal or legal studies; or
 2. Two (2) years experience in an investigator, police or probation officer capacity; or
 3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

APPLICATION DEADLINE / LAST FILING DATE*: until position is filled _____

* 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](#).

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.

INVESTIGATOR (PUBLIC DEFENDER)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, which includes at least 15 credit hours in criminal justice, social work, paralegal or legal studies; or
2. Two (2) years experience in an investigator, police or probation officer capacity; or
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for securing, verifying, and ascertaining facts and evidence relevant to the services provided by the Public Defender's Office. The work is performed under the general supervision of the Public Defender or Assistant Public Defenders according to established procedures. This work requires a high level of confidentiality and commitment to the work in the Public Defender's Office and assists in establishing policy. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews witnesses to alleged crimes and family court offenses including the defendant, complainants, friends and relatives of the defendant, police officers and other witnesses;

Prepares written reports summarizing the results of investigations in accordance with policy;

Investigates the family and personal background of criminal defendants to gather information utilized to support recommendations for the setting of bail or for sentencing;

Serves subpoenas as directed;

May attend and testify at hearings or trials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the techniques used in criminal investigations; good knowledge of the elements of crime and rules of evidence and elements of the defense of crimes; ability to gather and verify relevant data; ability to communicate effectively; ability to prepare clear and detailed written reports; ability to exercise good judgment; physical condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 21, 2010

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE (Designated Confidential and Policy Influencing). Approved (1) by NYS Civil Service Commission on 3/23/11.