

**INVESTIGATOR
CHAUTAUQUA COUNTY PUBLIC DEFENDER'S OFFICE
FULL-TIME @ 40 HOURS/WEEK
STARTS @ \$25.03/HOUR PLUS BENEFITS**

The Chautauqua County Public Defender's Office is seeking qualified applicants to fill an Investigator position in the Dunkirk, NY office. This position is Full-Time at 40 hours per week. An Investigator makes investigations to secure and verify facts for use in criminal and family court proceedings. This is specialized work involving investigation of crimes, interviewing of suspects, defendants and witnesses and gathering and organization of evidence and coordination of cases to assist attorneys. Incumbents will interact directly with court personnel, law enforcement, staff of the offices of the Public Defender and District Attorney and correctional facilities. Work is performed under the direction of a supervising investigator and/or attorney with some leeway for independent judgement within the scope of assigned duties. Supervision may be exercised over subordinate employees. Does related work as required.

Typical Work Activities:

- Conducts interviews of individuals of crime suspects and defendants as assigned;
- Locates, interviews and takes statements from witnesses;
- Conducts witness background investigations and prepares witness profiles;
- Takes photographs and video and testifies in court as to accuracy;
- Makes reports on investigations;
- Serves as liaison between attorneys and clients;
- Assists in the preparation of criminal cases for trial;
- Interviews expert witnesses;
- Investigates financial status of defendants in reference to eligibility for services;
- Performs necessary office work and record keeping in connection with investigations;
- Prepares written motions;
- Discusses plea proposals and trial techniques with both client and counsel;
- Assists in arrangement of court hearings;
- Prepares and serves subpoenas, medical authorizations and other related legal documents as assigned;
- Conducts defendant background investigations in relation to bail requirements;
- May supervise office clerical staff.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of investigative experience; OR
- B. Possession of 60 semester credit hours from a regionally accredited or New York State registered college or university and three (3) years of investigative experience; OR
- C. Five (5) years of investigative experience.

NOTE: *Qualifying investigative experience is defined as follows:*

1. Criminal matters involving the interview/interrogation of suspects, defendants and witnesses; OR
2. Evaluation and fact finding of claims for assistance, benefits or insurance; OR
3. Providing direct probation counseling services to clients; OR
4. Private hire investigations for discovery of facts in matters of law and litigation.