

**SENIOR INVESTIGATOR (SHERIFF – UNSOLVED CASES) (PART-TIME)**  
**CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF**  
**STARTING SALARY: \$31.58/HOUR**

The Chautauqua County Office of the Sheriff is accepting applications for the Part-Time position of Senior Investigator (Sheriff – Unsolved Cases) to work out of the Mayville, NY office. This is responsible specialized investigative work involving complex and highly confidential investigations of unsolved crimes. Professional and unusual judgment is required in making decisions concerning the pursuance of investigative activities on the behalf of the Sheriff in accordance with the law and Sheriff's Department policies. Work performed is under the general supervision of the Sheriff with wide leeway allowed for the exercise of independent judgment. Does related work as required.

**Typical Work Activities:**

- Investigates and examines case files, evidence, and witness statements to identify potential new leads or gaps in the original investigation of serious and complex unsolved cases with Chautauqua County;
- Conduct interviews with police officers, witnesses, victims' families, and potential suspects to gather new information or uncover undisclosed details;
- Collaborate with forensic experts to re-examine evidence using modern techniques and technologies, ensuring proper chain of custody and adherence to legal standards;
- Obtains, compiles and uses bank statements, medical records, other agency reports, phone records, court documents, security recordings and other relevant research as needed for investigations;
- Accesses county, state, interstate and national law enforcement records and information systems for the purpose of retrieving data;
- Makes recommendations for additional investigative follow up;
- Maintains precise and accurate records of interviews and facts;
- Prepares detailed reports for the Sheriff's Office;
- Meets and maintains all department, State training and education requirements for this position;
- Appears in court proceedings and arbitrations on behalf of the County;
- Maintains strict confidentiality and performs other related duties and special projects as assigned;

This position is being filled by approved applications received.

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

- A. Ten (10) years of full-time police experience with an approved municipal law enforcement agency, five (5) years of which shall have been in an investigative position or in a supervisory position involving investigative activities; OR
- B. Ten (10) years of full-time prosecutorial/defense attorney experience which shall have included investigative and interviewing activities; OR
- C. Any satisfactory equivalent combination of experience and training sufficient to indicate ability to perform the duties of the position.

**Suggested Additional Requirements:**

- 1. A driver's license issued by the New York State Department of Motor Vehicles.
- 2. A currently valid New York State Certification as a Police Officer OR active Membership to the New York State Bar Association.

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also have and maintain a valid New York State Pistol Permit.