

CRIMINAL INVESTIGATOR
ALBANY COUNTY PUBLIC DEFENDER'S OFFICE

Albany County seeks candidates for the position of Criminal Investigator in the office of the Albany County Public Defender. The maximum annual salary for this position is \$66,000. This is investigative work involving the application of the appropriate methods and procedures in the investigation of alleged criminal complaints and verification of evidence to present in criminal defense proceedings. Work is performed under general supervision of an attorney or Chief Criminal Investigator. Investigations involve dealing with highly confidential and legally privileged information.

TYPICAL WORK ACTIVITIES

- Investigates criminal complaints to establish and verify the authenticity of complaints;
- Conducts interviews with witnesses and police officers to compile, verify and develop information to be used as evidence;
- Secures evidence in the form of statements, documents, and records;
- Serves subpoenas on witnesses and records, if necessary, assures that witnesses and records are produced in court;
- Prepares reports on investigations and complaints and keeps record of information obtained;
- Maintains a tight office security at all times;
- May be called upon to give testimony in court.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a NYS or regionally accredited two year college with an Associate's Degree in Criminal Justice and five (5) years of experience in an investigative field; OR,
- B. Graduation from High School or possession of a GED and eight (8) years as a police investigator or as a sworn law enforcement officer, which would include experience in managing highly confidential investigations and experience in dealing with police agencies at the Local, State and Federal levels.

Albany County is an Equal Opportunity Employer. The successful candidates must be a resident of Albany County at the time of hire. More information and qualifications regarding this posting can also be found at www.albanycounty.com.

Send resume to:

Albany County Department of Human Resources
112 State Street, Room 900
Albany, New York 12207
Or via e-mail to: humanresourcesdept@albanycountyny.gov