



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga District Attorney's Office

- Job Title:** CRIMINAL INVESTIGATOR
- Salary Range:** \$61,620-\$70,792* (*Based on years of service employed with Saratoga County)
- Work Location:** 22 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (No Exam Required)

Job Description

This is specialized police work involving responsibility for working closely, and collaboratively with the District Attorney, and Assistant District Attorneys in the prosecution of criminal cases. Duties include, but are not limited to, working closely with prosecutors, other law enforcement agencies, witnesses, crime victims and members of the public concerning criminal matters in the County. Employees work in plain clothes. Duties are performed under the general supervision of the District Attorney, 1st Assistant District Attorney, or other higher level staff member. Supervision is not normally a function of the position. Does related work as required.

Minimum Qualifications (at least)

- A. Possession of a Bachelor’s Degree in Criminology/Criminal Justice, Political Science or Public Administration, or closely related field, AND, ten (10) years of full-time experience as a Police Officer, five (5) years of which must have involved supervision of other Police Officers; OR
- B. Possession of an Associate’s Degree in Criminology/Criminal Justice, Political Science or Public Administration or a closely related field; AND, twelve (12) years of full-time experience as a Police Officer, five (5) years of which involved the supervision of other Police Officers; OR
- C. Graduation from High School, or possession of an Equivalency Certificate (GED), AND fifteen (15) years of full-time experience as a Police Officer, five (5) years of which involved the supervision of other Police Officers.

SPECIAL REQUIREMENT(S): Possession of a valid NYS driver's license; Successful completion of the NYS Police Academy, certification as a NYS Trooper or Police Officer, **OR** successful completion of Municipal Police Training Council and/or certification as a NYS Police Officer (or its equivalent).

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Obtains information and secures evidence regarding pending prosecution cases;
- Maintains chain of custody logs for evidence received by office;
- Assists Assistant District Attorneys with crime victims, witnesses, and advocates;
- May appear in court, and before the Grand Jury as a witness;
- Respond, upon request, to crime scenes;
- Provide technical assistance to Assistant District Attorneys as requested;
- Serves legal process as requested;

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.