



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT DISTRICT ATTORNEY INVESTIGATOR #70013350

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR DISTRICT ATTORNEY INVESTIGATOR (EXAM #70013350)

Type of Appointment:	Permanent	Rate of Pay:	\$39.62 per hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	Not Applicable - Non-Union
Department:	District Attorney's Office		
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	June 14, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	March 18, 2025	Application Deadline:	May 14, 2025

SCOPE OF EXAMINATION

Evaluating information and evidence:

These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

Investigative techniques and criminalistics:

These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

New York State Laws – Police:

These questions test for knowledge of the laws in effect on January 1, 2025 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

Understanding and interpreting written material:

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Preparing written material in a police setting:

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

Calculator: Prohibited

Test guide: A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

DISTRICT ATTORNEY INVESTIGATOR - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for specialized investigative work involving the investigation of crimes, interviewing victims of crimes and witnesses, and gathering evidence in connection with prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such crimes. The work is performed under the direction of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Makes investigations to determine if sufficient basis for the preparation of accusatory instruments;
Interviews police officers, eyewitness and victims of crime;
Assists prosecuting attorney to locate and make available witnesses during term of court;
Maintains precise and accurate records of interviews and facts;
Serves legal papers, including subpoenas, court orders and/or other legal documents as required;
Arranging extradition of relevant parties;
Acts as liaison between the District Attorney's Office and other federal, state, and local police and prosecutorial agencies;
Prepares reports for the District Attorney;
Appears as a witness in court and before grand juries, delivering testimony;
Representing District Attorney's Office in meetings and at conferences;
May participate as a lecturer at police training schools involving changes in criminal law and procedures;
May act as Fraud Investigator for Yates County Department of Social Services;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law;
Thorough knowledge of techniques and procedures used in making criminal investigations;
Thorough knowledge of laws governing arrests, rules of evidence, and court procedures;
Good knowledge of interviewing techniques;
Good knowledge of Federal laws regulating wiretaps and eaves dropping;
Working knowledge of the legal requirements for gathering and reporting evidence;
Skill in making criminal investigations;
Ability to establish and maintain friendly cooperative relations with law enforcement officers of other governmental agencies;
Ability to prepare effective, accurate, and concise oral and written reports;
Ability to communicate effectively both orally and in writing;
Ability to maintain confidentiality;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree; AND six (6) years of full-time work experience as a sworn member of a local, state, federal or military law enforcement agency, or a private agency, which primarily involved the conduct of all aspects of criminal investigations; OR
- b) Ten (10) years of experience as described in (a) above.

ELIGIBILITY FOR PROMOTIONAL EXAMS: According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

SPECIAL REQUIREMENTS:

- a) Candidates must complete an approved municipal police basic training program prescribed by the Municipal Police Training Council (MPTC) within one (1) year of appointment, pursuant to section 209-q (2) of the General Municipal Law.
- b) A valid New York State Pistol Permit at the time of appointment and must maintain certification in the use of firearms to maintain position.
- c) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement

agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**