

TOWN INVESTIGATOR

Department: Town Attorney

Classification: Competitive

Specification Number: 1280

Approved: 1/12/22

Revised: 2/8/22 by JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Criminal Justice or a related field, and one (1) year of experience as an investigator or Police Detective or;

b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree and three (3) years of experience as an investigator or Police Detective.

NECESSARY SPECIAL REQUIREMENTS

At the time of appointment and throughout the period of employment, candidates must possess a valid New York State driver's license.

All employees must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations. Upon completion, the required in-service training programs must be attended as scheduled.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class conducts investigations of possible violations of town ordinances in response to complaints received from town departments and the general public, as directed by the Town Attorney's Office. The incumbent gathers information through interviews, surveillance and research of records. Does related work as required.

TYPICAL WORK ACTIVITIES

Performs field investigations of possible violations of law revealed by town departments and/or the general public;

Investigates, through interviews, inspections and observations, the validity of claims made against the town regarding violations such as building and zoning codes;

Prepares reports of investigative activities and findings for submission to the Town Attorney for settlement or prosecution;

Assists in the preparation of court action;

Acts as a liaison for the Town Attorney in settlement cases and criminal matters of law enforcement agencies;

Serves subpoenas and criminal summonses;

Compiles comprehensive reports, evidence and documentation for the Town Attorney's office;

Testifies in court on existence of an offense;

Carries out search warrants.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles, practices and procedures employed in investigative work; good knowledge of state and local statutes and ordinances; good knowledge of town roads, communities and incorporated villages; some knowledge of District Court and Supreme Court procedures; ability to interview and deal tactfully with witnesses and the general public; ability to prepare clear and accurate reports; ability to exercise good judgment in handling investigations; physical condition commensurate with the demands of the position.