

# NOTICE OF VACANCY

**DEPARTMENT:** District Attorney  
**TITLE:** Senior Confidential Investigator  
**GRADE/SALARY:** 32W - \$49,224 Plus Excellent Benefits

**THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** These positions exist in the Offices of the District Attorney and Public Defender. This is specialized investigative work involving the investigation of alleged crimes, interviewing victims of alleged crimes and witnesses, and gathering evidence in connection with defense or prosecution of suspects. Unusual judgment is required in making decisions concerning the pursuance of investigative activities in relationship to such alleged crimes. The work is confidential and is performed under the direction of the District Attorney or Public Defender. Supervision may be exercised over Confidential Investigators. Incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application.  
Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in police justice, criminology or a closely related field **AND** two (2) years of experience in investigative work or law enforcement\*\*; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field **AND** four (4) years of experience as defined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience as defined in (A) above.

\*\*Law Enforcement is defined as "the enforcement of Federal, State or local laws governing society with the right to make arrests."

**SPECIAL REQUIREMENT:** Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

**SPECIAL QUALIFICATIONS/REQUIREMENTS for the Oneida County District Attorney's Office:**

- 1. Candidates must have ten (10) more years of additional experience beyond the number of years of experience stated in (A), (B), and (C) above; **AND**
  - a. Must have issued no less than one-thousand (1000) uniformed traffic tickets; **OR**
  - b. Must have been the lead investigator on no less than twenty (20) "B" Felony level (NYS PENAL LAW, or equivalent State or Federal Law) investigations; **OR**
  - c. Must have been the lead investigator on no less than twenty (20) economic crime investigations; **OR**
  - d. Must have been the lead investigator on no less than two (2) homicide investigations.

**NOTES:**

- 1. Candidates must submit copy of transcripts showing degree area and date degree conferred with application.
- 2. Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 19, 2021

**\*\*Oneida County is an equal opportunity employer\*\***

10/05/2021