

# NOTICE OF VACANCY

**DEPARTMENT:** Public Defender Criminal Division

**TITLE:** Confidential Investigator

**GRADE/SALARY:** \$38,905 (23W) plus Excellent Benefits

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving responsibility for the investigation of criminal offenses brought against clients, interviewing clients, victims and witnesses, visiting, sketching and photographing crime scenes, and writing reports regarding investigative activities. Under the direction of the Oneida County District Attorney, Public Defender, or other authorized supervisor, the employee exercises considerable judgment in obtaining confidential information for investigations to which assigned. Supervision is not normally a responsibility of this class. 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 criminal justice, psychology or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, psychology or a closely related field **AND** two (2) years of experience in law enforcement\*, criminal defense work, or other criminal investigation work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as stated in (B) above.

**NOTES:**

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

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

**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:** Until position is filled

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