

NOTICE OF VACANCY

DEPARTMENT: Public Defender (Criminal)

TITLE: Confidential Investigator

GRADE/SALARY: \$39,878 (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) Possession of Bachelor's Degree in criminal justice, psychology or a closely related field; **OR**
- (B) Possession of 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.

*Law Enforcement 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.

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.
3. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

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 6th 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****

Issued: 01/01/2023