

## Investigator - Investigations, Buffalo

The Office of the Attorney General is seeking qualified candidates for an Investigator position located in Buffalo, New York. Candidates should be hard-working, motivated and committed to public service on behalf of the people of the State of New York. Investigators, under supervision, conduct detailed investigations of the circumstances, facts and conditions connected with complaints and violations of the law, using the highest level of independent judgment and discretion. These are often highly complex and sensitive criminal matters which cross county lines and involve organized criminal groups. Successful candidates will combine traditional investigative skills with strong interpersonal skills and the ability to work in multi-disciplinary teams.

### Duties performed by Investigators may include but not be limited to the following:

- Work closely on case specific investigative teams of Assistant Attorneys General, financial analysts and other investigative personnel.
- Work with other agencies including the various US Attorney offices and other federal, state and local law enforcement agencies.
- Assist in the development of an investigative plan with the team, develop leads and informants, conduct physical and technical surveillance, execute search warrants, effect arrests, serve subpoenas and demands to produce information and review relevant records.
- Conduct thorough interviews with witnesses and draft detailed interview memoranda.
- Prepare cases for prosecution and provide preparation support for trial, including testifying in court.

### Minimum Qualifications:

- Bachelor's degree from an Accredited Institution
- Five years of law enforcement investigative\* experience
- MUST possess current NYS basic police school certification or the equivalent Specialized Police Investigator Training Course, approved by DCJS
- Requires law enforcement contacts in the greater western New York region

\*Investigative experience is defined as independent investigative experience which includes the following activities: interviewing and interrogating witnesses, collecting and analyzing data and evidence, writing and summarizing case narratives, and testifying at criminal proceedings and administrative hearings.

\*Non-qualifying investigative experience includes: Routine police patrol work, traffic enforcement, building surveillance, tax collection, collection of delinquent accounts, skip tracing, credit checking, auditing, employment interviewing, hotel or store detective, parole officer, correction officer, guard, inspector or security related positions or in any other position which does not involve the level of field investigation as those positions described above.

### Preferred Qualifications:

In addition to meeting the minimum qualifications, the preferred candidate would possess the following: Excellent interpersonal and writing skills; proficiency with computers to include experience with Microsoft Office, investigatory databases, internet research and related computer skills; experience participating in undercover operations; experience in the investigation, fraud, financial crimes or organized crime investigations; experience interacting with other law enforcement agencies; the ability to oversee multiple and highly sensitive confidential investigations; experience with handling confidential informants; experience conducting search warrants as well as properly handling evidence per evidentiary rules for court purposes; effective interviewing skills; and experience handling sensitive information as related to criminal matters. Knowledge of technical equipment used in law enforcement is essential. The preferred candidate must have extensive knowledge in New York State Criminal and Procedural Law.

### Additional Information:

- Performance of the duties may require frequent, unscheduled work on evenings and weekends.
- Will be assigned a Blackberry for possible on-call duty during off-hours.
- Must possess a valid NYS driver's license and have the ability to drive a motor vehicle.
- The Public Officer's Law requires that police officers at the OAG be citizens of the United States and reside in New York State.

**Applications are being received online. Deadline for applications is August 24, 2015.** To apply, please click on this link: [INV\\_INVS\\_BUF\\_6441\\_82415](#). Applicants will be taken to the online application page for this position. Applicants must be prepared to submit a complete application packet consisting of a cover letter (include **Reference No. INV\_INVS\_BUF\_6441\_82415**) and resume. Please note: Failure to submit a complete application will delay the consideration of your application. You may address your cover letter to Investigator Jobs.

For questions about an Investigator position with the OAG, the application process or assistance with submitting your application, please email [Investigator.jobs@ag.ny.gov](mailto:Investigator.jobs@ag.ny.gov) or call 518-776-2500.

These positions are in the exempt class, and incumbents serve at the pleasure of the Attorney General.

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