



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: DISTRICT ATTORNEY - NARCOTICS INVESTIGATOR

SALARY: \$42,926 - \$54,441 annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This position in the District Attorney's office is responsible for organizing case files and integrating them with intelligence information into a case management system, reviewing criminal history records and arrest packages to determine eligibility for diversion to treatment programs, conducting debriefings to gather intelligence, creating reports to analyze trends in narcotics usage and trafficking, and attending meetings as a liaison to partnering law enforcement agencies. Employee works in accordance with established procedures. The employee is on call twenty-four hours a day and may be required to work nights and weekends. The employee reports directly to the Chief Investigator and works under the general supervision of the Chief of Special Investigations Bureau. Does related work as required.

THE MINIMUM QUALIFICATIONS FOR THIS POSITION, SET BY THE DISTRICT ATTORNEY'S OFFICE ARE:

- (A) An associate's degree in Criminal Justice, Public Administration, or Political Science from an accredited college or university and seven (7) years of paid full-time or its part-time equivalent experience as a police officer that involves specialized experience including narcotics investigations; OR,
- (B) Seven (7) years of paid full-time or its part-time equivalent experience as a police officer at the Sergeant level or higher; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a Police Officer Training Certificate issued by the New York State Bureau for Municipal Police Training Council at the time of appointment.

Must be a United States Citizen at the time of appointment.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. The Candidates will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE
47 SOUTH FITZHUGH STREET
ROCHESTER, NY 14614
ATTN: KAREN FARSACE

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