



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE: DISTRICT ATTORNEY - NARCOTICS INVESTIGATOR**

**SALARY:** \$47,870 - \$65,590 annually

**LOCATION:** Monroe County District Attorney's Office

*PURSUANT TO SECTION 211 of the New York State Retirement and Social Security Law, the Monroe County District Attorney's Office is conducting a recruitment effort for the position of District Attorney – Narcotics Investigator. We are canvassing to see if there are any interested non-retirees who would meet the minimum qualifications.*

**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.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

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