VACANCY ID # 4514

EMPLOYMENT ANNOUNCEMENT

TITLE: INVESTIGATIVE SPECIALIST 3 (LAW)

STATUS: PERMANENT

BUREAU: CIVIL INVESTIGATIONS UNIT

LOCATION: BUFFALO

SALARY: PEF, SG 25 ($100,671 – hiring rate; $126,875 – job rate)

MINIMUM QUALIFICATIONS

Reachable on the Civil Service list for Investigative Specialist 3 (Law) **OR** eligible for 52.6 transfer with one year of Permanent Competitive Service as an Investigative Specialist 2.

DUTIES

Reporting to the Deputy Chief for the Civil Investigation Unit, the Investigative Specialist 3 (Law) will:

- Conduct investigations and perform any duties performed by the Investigative Specialists 1 or 2 (Law).
- Determines investigative priorities and staff assignments.
- Establish and implement procedures and protocols within the unit.
- Review new directives, procedures, and policies.
- Review and investigate findings and recommendation of staff regarding the closing and re-opening of cases;
- Schedule and assign work according to investigator's workload and experience.
- Conduct field investigations and undercover investigations, serve subpoenas and transport witnesses and documents to trial.
- Reviews investigation findings and recommendations of staff regarding penalties prosecutions.
- Coordinates investigator and witness statements and testimony.
- Prepares reports detailing unit activities, workload, and personnel requirements.
- Evaluates the training needs of the unit.
- Provide direct supervision to Investigative Specialists 2 (Law).
- Perform other duties as assigned.
- This position requires travel.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

SOME EVENING AND WEEKEND WORK IS REQUIRED. The duties, at times, require the investigator to work at all hours of the day, including early morning or late at night, including weekends, and, at times, holidays, in all areas of upstate New York regions, NYC, Long Island, and possibly out of state.

HOW TO APPLY

To apply, please send your resume and cover letter to HR.Recruitment@ag.ny.gov.

Be sure to include the Vacancy # and Title of the position in the subject heading of your email. Candidates from diverse backgrounds are encouraged to apply.

The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable

accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

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