

## **Supervising Investigator - Investigations, Buffalo**

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 crime.

Under the direct supervision of the Deputy Chief Investigator for the upstate investigations unit, the incumbent will be responsible for the supervision of investigatory personnel who conduct a variety of criminal and civil investigations. S/he will provide the first level of review on administrative matters such as time and attendance, expense accounts, state vehicle usage, and overtime approval for unit members, as well as annually evaluating the performance of the investigators assigned to the unit. The supervisor will also oversee and direct criminal and civil investigations and will confer with the deputy chief investigator on case matters as well as personnel issues. The supervisor will review cases and conduct monthly case reviews.

**The qualifications for this position include:** At least ten years of law enforcement/investigative experience, five of which were in a supervisory capacity; Bachelor's degree or higher in Criminal Justice; ability to effectively manage multiple investigations in a variety of disciplines; experience writing and reviewing case reports; experience in supervising field operations such as search warrants and arrests; experience conducting self-initiated and internal investigations; coordination with other law enforcement agencies; having law enforcement contacts in the greater western New York area.

**Please respond to posting number Reference No. INV\_INVS\_BUFF\_8100\_8815, as outlined below. Deadline for responding is August 8, 2015.**

### **Qualifications in addition to those listed above:**

Must have current NYS basic police school certification.

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.

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.

**Applications are being received online.** To apply, please click on this link: **INV\_INVS\_BUFF\_8100\_8815**. 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\_BUFF\_8100\_8815**) 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.

This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General.

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