

## **CONFIDENTIAL INVESTIGATIONS ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized confidential work involving responsibility for a variety of functions in support of the operation for the District Attorney's Drug Task Force and the Grand Jury process, which is a secret process, by law, or the Crimes Against Revenue Program (CARP). An incumbent in this position has access to highly sensitive information regarding the operations and future strategies of the Drug Task Force and the Grand Jury process; therefore maintaining strict confidentiality is a crucial component of this position. The work is performed under the supervision of the Director, Drug Task Force or higher-level Assistant District Attorney or administrator, as appropriate, and in accordance with the District Attorney's policies and objectives regarding investigations, undercover operations and the Grand Jury process. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains a variety of confidential records regarding undercover operations (e.g. fiscal, personnel, confidential informant, evidence, surveillance, etc.);

Maintains confidential files on Drug Task Force or CARP cases;

Prepares Grand Jury subpoenas for phone records and processes all records and information in support of the Grand Jury process, as directed by the District Attorney;

Acts as liaison with a variety of law enforcement agencies in order to gather and convey information needed for the development and execution of undercover activities, as directed by the Director, Drug Task Force or higher-level administrator;

Gathers data regarding criminal activity related to undercover operations using federal and state databases;

Researches, assembles and coordinates meeting materials (i.e. charts, graphs, reports, statistics);

Identifies CARP data from spreadsheets to complete quarterly progress report forms for grant reporting;

Maintains files and records of court-ordered eavesdropping search warrants;

Prepares sensitive and confidential reports including weekly COM-STAT and monthly reports for the Director and the Chiefs Oversight Committee of the Drug Task Force;

Uses computer software and other automated applications (e.g. spreadsheets, word processing, email, database software, etc.) in the completion of assignments, including the recording of confidential data relative to task force operations or investigative operations for CARP;

Prepares reports on the operational plans (e.g. raids, buyer beware, search warrants, etc.) of the Drug Task Force or as they relate to CARP cases.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic legal terminology as it pertains to confidential investigations, undercover operations and the Grand Jury process or Crimes Against Revenue Program; good knowledge of the policies and objectives of the Rockland County Drug Task Force\*; good knowledge of general court procedures, especially as they pertain to the Grand Jury process; ability to communicate effectively with others; ability to prepare and maintain confidential records for the Rockland County Drug Task Force and the Grand Jury process, or for CARP cases\*; ability to prepare structured reports; ability to establish and maintain effective working relationships with others; ability to use computer applications in the completion of assignments\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school and three (3) years of non-routine (e.g., position titles higher than entry-level) experience.

\*To be demonstrated during the probationary period.

R.C.D.P. (06.04.2020) 09.12.2023

Non-competitive (Confidential/Policy influencing)