

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 6529200

Investigative Counsel, NS

M-1, M-3

6529200

Brief Description of Class

Incumbents perform and supervise investigations of cases involving suspected fraud, waste, or abuse of public resources.

Distinguishing Characteristics

The level of Investigative Counsel is distinguished by size, complexity, and variety of investigations as evidenced by the depth and scope of the laws, rules, and regulations and the specialized knowledge required to understand and determine facts; and number and level of subordinate professional investigative staff dedicated to investigations.

M-1: undertakes investigations requiring knowledge of a wide variety of laws, rules, or regulations, or fraud requiring specialized knowledge and skill; may supervise lower-level investigative staff.

M-3: supervises a sizable investigative staff assigned a variety of sensitive investigations requiring greater knowledge and interpretation of an entity's laws, rules, or regulations.

Illustrative Duties

- Open cases and manage investigations to completion; ensure that legal and evidentiary requirements are met.
- Provide legal and administrative direction to investigative staff.
- Conduct and direct research carried out by Investigators State Inspector General, Investigative Aides, and other investigative staff.
- Conduct interviews, issue document demands, and draft documents for assigned cases.
- Draft and review investigative reports and recommendations.
- Coordinate cases with prosecutorial authorities, and assist with litigation activities.

- Advise and update agencies on case matters, and work with agencies to improve policies and procedures, and address problems found as a result of investigations.
- Testify at hearings and criminal proceedings regarding investigative details and conclusions.

Minimum Qualifications

M-1: law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and two years of relevant post-bar experience.

M-3: law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and four years of relevant post-bar experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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