

DATE: July 8, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Senior Social Services Investigator / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$31.32 / hour (Grade 14)

FILL DATE: July 29, 2025



DISTINGUISHING FEATURES OF THE CLASS: This position involves supervising and reviewing the work of Social Services Investigators conducting investigations of individual social services clients and/or vendors in connection with payments to social services recipients and social services fraud. The incumbent may be required to perform research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper payments, failure to make support payments, and attempted or actual social services fraud. Incumbents are responsible for reviewing transcripts of interviews, and other evidence or documentation, to develop legally viable fraud cases. The work includes attempts to persuade defaulters to make compensation for improper payments and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under the general supervision of the Director of Social Services with substantial leeway allowed for the exercise of professional judgement in carrying out details of the work. Supervision is exercised over Social Services Investigators and clerical personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of investigative techniques used in determining financial practices and status of vendors and clients, and in locating missing persons; good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; good knowledge of Federal and State social services and related laws and regulations in regard to support, desertion and fraud; ability to plan and supervise the work of others; ability to be courteous yet firm with the public; ability to develop materials for legal actions according to prescribed regulations; ability to prepare written and oral reports; ability to analyze facts and use them in making judgments in support, desertion and fraud cases; ; integrity, dependability; good judgment, tact, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level Degree in Criminal Justice, Human Services, Public Administration or a related field and three (3) years of full-time paid, or its part-time equivalent work experience in field investigation*; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent investigative work experience of which three (3) years must have been in field investigation* and one (1) year of full-time paid, or its part-time equivalent work experience in a supervisory position; **OR**
- C. An equivalent combination of experience and training as stated in A and B above.

*For purposes of qualifying for appointment as a Social Services Investigator, field investigative experience is defined as investigative experience including experience with a law enforcement agency, credit bureau, bank, insurance company, internal revenue service, social security office or retail audit office in which the candidate was involved in conducting investigations beyond the primary source (i.e.: client). Experience with a law enforcement agency is interpreted to include experience with military police, sheriff's department, state or local police, FBI, or private investigative experience with a detective or security agency.

Special Requirement: Possession of an appropriate New York State Motor Vehicle Operator's license at the time of appointment.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.