

## **PRINCIPAL SUPPORT INVESTIGATOR**

**DISTINGUISHING FEATURES OF THIS CLASS:** This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees. Duties, though similar to those of a Senior Support Investigator, are much broader in scale, and are performed with more leeway for independent decisions involving a greater variety of related functions. Work is performed under supervision of the Coordinator of Child Support Enforcement.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Appears in court in an advocacy role;

During court hearings, presents case arguments, makes inquiries of litigants and offers summations/ recommendations to the court;

May request court recess to mediate matters with respondent and/ or his/ her attorney;

Involved in litigations concerning the establishing of paternity, the obtaining of support orders, the enforcement of existing support orders, the collection of arrears and the entering of money judgments;

Reviews court calendar, in preparation of court appearances, to determine the types of cases scheduled, when scheduled, and in which forum;

Reviews case files and arranges pertinent evidential material in an appropriate manner for presentation in court;

Performs liaison activities with Family Court, County Attorney, local law enforcement agencies and other divisions;

Designs, drafts and implements new procedures, forms and petitions;

Maintains the flow of information and inquiries between the unit and applicable agencies;

Holds conferences with Family Court Judges, Hearing Examiners and the Clerk of the Court to ensure liaison is being accomplished and discuss improvements that could be made;

Prepares and forwards income executions and satisfactions of money judgments to the appropriate Sheriff's Department and County Clerk respectively;

Supervises the work of Support Investigators and Support Collectors, coordinates their work with clerical staff members;

Distributes and assigns work;

Trains new staff members;

Trains all staff members on the implementation of new procedures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Full knowledge of the techniques used in locating individuals and determining their financial status; good knowledge of Federal and State Social Service Laws, Family Court Act, Domestic Relations law and pertinent federal codes as they apply; good knowledge of modern principles of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelors degree which includes course work in criminal justice and one year of supervisory work experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree which includes course work in Criminal Justice and three (3) years of investigating experience, one year of which was in a supervisory capacity; **OR**
- C. High school graduation or possession of a high school equivalency diploma and five (5) years of investigating experience, one year of which was in a supervisory capacity, **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: Possession of a valid New York State driver's license at time of appointment.

ULSTER COUNTY  
5010 PR SUP INV  
Classification: Competitive  
Grade: 13  
Union: CSEA

Adopted: May 16, 1986  
Revised: November 20, 1986  
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