

SENIOR SOCIAL SERVICES INVESTIGATOR

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

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.

Supervises and participates in the investigation of complaints charging social services recipient or vendor fraud;

Oversees and participates in the interview of clients, their relatives and other parties of interest for possible prosecution of social services fraud cases;

Ensures that proper procedure is followed to obtain support or gather information concerning violation of social services laws;

Reviews information gathered from field visits to recipient's neighbors, acquaintances, employers and others for the possible prosecution of social services fraud cases;

Oversees and participates in interviews regarding client unwed mothers in an effort to determine feasibility of pursuing court action to determine paternity;

Secures evidence and affidavits required by the District Attorney for indictment and prosecution of fraud, support and desertion cases;

Oversees and participates in attempts to locate missing respondents;

Answers correspondence and inquiries concerning support or fraud matters from other government agencies, beneficiaries and respondents;

Studies social services laws, rules and regulations in order to obtain information to determine type of fraud involved and the possibility of placing criminal charges with the county prosecutor;

Assists the Social Services Attorney in preparing cases for court hearings and attending court hearings as necessary.

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.

ULSTER COUNTY
6560 SR SS INV
Classification: Competitive
Grade: 14A
Union: CSEA

Revised: July 17, 2003
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