

SENIOR SUPPORT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising the work of Support Investigators, Support Collectors and other subordinate staff. The work is carried out in accordance with established procedures and involves supervising and conducting support investigations to determine the location and financial status of individuals legally responsible for the support of others. The class differs from that of Support Investigator by the complexity of work and supervisory responsibility. The work is performed under the general supervision of a higher level employee with considerable leeway allowed for the exercise of independent judgment. 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 interviewing of applicants and recipients of temporary assistance and their relatives, neighbors and others in an effort to obtain information concerning the whereabouts of certain individuals;

Oversees the intake and assignment of cases in the Child Support Unit;

Supervises and participates in the interviewing of parents to determine the feasibility of pursuing court action to establish maternity or paternity;

Maintains investigative case records;

Establishes and maintains a cooperative working relationship with other government agencies for assistance in locating individuals;

Refers cases of suspected fraud to appropriate investigative unit;

Reviews the work of Support Investigators and Support Collectors;

Assists in the training of investigative staff;

Supervises and participates in the preparation of reports as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of investigative techniques used in determining the location and financial status of individuals; good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; ability to understand and interpret laws concerning support cases; ability to gain the cooperation of others; ability to plan and supervise the work of others; ability to prepare written materials; emotional maturity; initiative; resourcefulness; tact; courtesy; 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 associates degree or higher level degree in criminal justice and two (2) years of full-time paid or its' part-time equivalent experience in a position requiring the utilization of interviewing and investigation skills; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its' part-time equivalent experience in a position requiring the utilization of interviewing and investigating skills; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Special Requirement: Certain assignments made to employees in this class will require access to transportation to meet field requirements in a timely and efficient manner.

Original Spec has a hand stamp that reads,"APPROVED BY NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES, REVIEWER, (in script) Gary Martinus, DATE, (in script) 8/19/98, COUNTY, (in script) Ulster".

ULSTER COUNTY
6590 SR SUP INV
Classification: Competitive
Grade: 11
Union: CSEA

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