

SOCIAL SERVICES INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves research and field investigation of individuals and vendors in cases where there is allegation of suspicion of improper amounts of payments and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements, to develop legally acceptable cases. The work includes attempts to persuade defaulters to make payment and negotiating or re-negotiating agreements according to changing personal and financial situations. The work is performed under general supervision of a Senior Social Services Investigator with broad discretion permitted in carrying out the details of the work. 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.

Investigates complaints charging recipient or vendor fraud in welfare cases;

Studies public assistance laws and rules and obtains information to determine type of fraud involved and discusses the possibility of placing criminal charges with the county prosecutor;

Interviews clients, their relatives and others and initiates proper procedure to gather information concerning violation of social service laws;

Makes field visits to question recipients' neighbors, acquaintances, employers, and others to secure information for the possible prosecution of fraud cases;

Interviews client, vendors, etc., to arrange for repayment of benefits received fraudulently, when appropriate;

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

Prepares reports for each case describing all steps taken, visits made, witnesses questions and facts established for submission to appropriate authorities;

Answers correspondence and inquiries concerning fraud matters;

Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of investigative techniques used in determining financial practices and status of vendors and individuals; good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; working knowledge of Federal and State social service and related laws and regulations in regard to

fraud; ability to be courteous yet firm with the public; ability to develop materials for legal actions according to prescribed regulations; ability to prepare written reports; ability to analyze facts and use them in making judgments in fraud cases; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and 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 two (2) years of full-time paid, or its part-time equivalent work experience in field investigation*; **OR**
- B. Four (4) years of full-time paid, or its part-time equivalent investigative work experience of which two years must have been in field investigation*; **OR**
- C. An equivalent combination of training and experience as stated in A and B.

*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
6830 SS INVEST
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: April 11, 1978
Revised: April 28, 1982
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