

## **SUPPORT INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for locating persons who are legally accountable for the support of a household that is receiving social services. The employee also assesses the possibility of obtaining reimbursement of social services funds paid for the support of such household. This position differs from that of Social Service Investigator in that there is no responsibility for fraud investigation. The work is performed under the general supervision of a higher level Investigator. The employee is allowed considerable leeway in carrying out specific tasks. 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.

Interviews welfare recipients, applicants, relatives, neighbors and others in an effort to obtain information concerning the whereabouts of certain individuals;

Interviews unwed mothers in an effort to determine the feasibility of pursuing court action to establish paternity;

Compiles information necessary to obtain a Family Court order directing individuals to make support payments when voluntary agreement for payment cannot be reached;

Contacts banks, insurance companies and employers to determine financial resources of individuals legally responsible for the support of others;

Contacts and interviews all parties thought to possess information on the whereabouts of an individual;

Contacts other governmental institutions in an effort to locate individuals;

Testifies in court proceedings;

Furnishes State Parent Locator Service with required information when local investigation fails to locate an absent parent;

Refers cases of suspected fraud to appropriate investigative unit;

Operates computer terminal to obtain information and maintain case progress;

Prepares reports as necessary;

Maintains a continuous case file of progress and results of investigations.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of investigative techniques used in determining the location and financial status of individuals; working knowledge of 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 prepare written material; emotional maturity; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's Degree in Criminal Justice, Police Science or a closely related field; **OR**
- B. Possession of an Associate's Degree and one year of full-time paid experience in a position requiring the utilization of interviewing and investigation skills; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience in a position requiring the utilization of interviewing and investigation skills; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C 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 stamp on it that reads, "APPROVED BY NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES, REVIEWER (in script), 'Gary Martinus', DATE (in script), '1/28/98', COUNTY 'Ulster'."

ULSTER COUNTY  
7080 SUP INVEST  
Classification: Competitive  
Grade: 9  
Union: CSEA

Adopted: April 11, 1978  
Revised: July 30, 1981  
Revised: June 26, 1985  
Revised: March 14, 1989  
Revised: January 12, 1998