

SOCIAL SERVICES INVESTIGATOR

JOB CODE: 5304
DEPARTMENT: Tioga County Department of Social Services
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade VII
ADOPTED: 11/18/88; Revised 11/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for investigating individuals and vendors in connection with support of welfare recipients and welfare fraud. The incumbent is involved in field investigations, gathering evidence and documentation, including statements, to develop legally acceptable cases and to prepare and file charges of fraud in courts of competent jurisdiction. May provide *field investigations* to assist in locating individuals involved in support collection cases. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Makes field visits to question recipient's neighbors, acquaintances, employers, and others to secure information for the possible prosecution of fraud cases;
- Answers correspondence and inquiries concerning fraud matters from other government agencies, beneficiaries and respondents and may respond to support matters as necessary;
- Assists the District Attorney's office and/or Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary;
- Documents evidence and data gathered in completing required reports;
- May make field visits to help locate missing parents and/or other legally responsible relatives.

FULL PERFORMANCE KNOWLEDGE, 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 support, desertion and fraud cases; ability to relate positively to the criminal justice system; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

OPEN COMPETITIVE

- a) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Criminal Justice and one (1) year of investigative experience; OR
- b) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree and two (2) years of full-time paid investigative experience or its part-time equivalent; OR
- c) Graduation from a standard high school and four (4) years of full-time paid investigative experience or its part-time equivalent, two (2) years of which shall have been in field investigations; OR
- d) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

Qualification Note: Field investigation experience shall involve traveling to an office, home, place of business or other location deemed important to the investigation to gather information. Work as a police officer performing patrol functions is not considered field investigation.

2. Social Services Investigator

PROMOTIONAL

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in any Tioga County department, municipality, or school district and must have served continuously on a permanent basis for 12 months immediately preceding the date of the written test as a Social Welfare Examiner.

SPECIAL REQUIREMENT: Reasonable access to transportation is required to meet field work assignments made in the ordinary course of business in a timely and efficient manner.