

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 08/09/16

## **SENIOR SOCIAL SERVICES INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Department of Social Services, and involves responsibility for the supervision and investigation of complaints charging recipient or vendor fraud related to financial assistance cases, as well as, conducting internal agency investigations. This class differs from Social Services Investigator, by nature of the more difficult degree of tasks assigned, greater independence in carrying out the duties of the position, and the ability to supervise subordinate personnel. Work is performed under direct supervision of the Resource Consultant, with leeway allowed in carrying out the details of the work. Supervision may be exercised over lower level staff. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and investigates complaints charging recipient or vendor fraud related to financial assistance cases;

Prepares and maintains a variety of written records and reports in accordance with State, Federal and agency requirements;

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

Participates in staff meetings and conferences designed to define agency policies, problems, goals and evaluates programs;

Maintains cooperative working relationships with other units, divisions and agencies to facilitate the delivery of services;

Participates in conducting internal investigations, as assigned by the Resource Consultant;

Oversees the intake and assignment of cases, and the maintenance of investigative case records;

Oversees, and participates in, the interviewing of clients, their relatives, and others to obtain information concerning alleged violations of financial assistance programs;

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

Studies, interprets and communicates public assistance laws and rules, and obtains information to determine type of fraud involved, and discusses the possibility of placing criminal charges with the District Attorney's Office;

Secures evidence, affidavits and depositions required by the District Attorney for indictment and prosecution of welfare fraud;

Testifies at Grand Jury, Criminal and Family Court proceedings;

May attempt to locate missing respondents.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of investigative techniques used in determining financial practices, and status of vendors and individuals, 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 service and related laws and regulations in regard to desertion and fraud; 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 judgement in desertion and fraud cases; ability to supervise the work of others; good judgement; initiative; resourcefulness.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice or a closely related field **AND** one (1) year of field investigation\* experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field **AND** three (3) years of field investigation\* experience; **OR**
- (C) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university **AND** four (4) years of field investigation\* experience.

\* Field investigation involves traveling to an office, home, place of business or other location deemed important to the investigation. Data and evidence are gathered from these field visits and statements and/or affidavits from involved individuals and witnesses may be obtained.

**NOTE:** Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Employees in this class will require access to transportation in order to meet field work requirements in a timely and efficient manner. Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

Adopted: 02/24/97  
Revised: 03/07/97, 08/09/16