

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

## **SUPERVISING RESOURCE INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a position responsible for supervision in the Resource Unit. The incumbent is responsible for maintaining work standards and handling the more complex cases. Supervision is performed under the direct supervision of the Resource Consultant with leeway allowed for independent judgement. Supervision is exercised over subordinate and support staff. The incumbent performs related work as required.

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

Evaluates and reviews job performance of assigned staff;  
Reviews work for completeness, accuracy, and timeliness;  
Supervises internal agency investigations conducted by the Resource Unit;  
Assist in administering and/or revising program policy and procedures;  
Handles difficult cases for liens on property, lawsuits and estates as well as other more complex cases;  
Collaborates with Attorneys, Insurance Companies, Employers, and clients to obtain information/verification;  
Conducts field visits to explain and execute mortgage/liens on properties;  
Reviews and approves all mortgages, estate claims and lawsuit liens at initial filing and upon settlement to ensure the County receives the maximum reimbursement;  
Completes reports as required;  
Assesses client's resources to reduce the need for assistance;  
Assists Resource Consultant, as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND**

**PERSONAL CHARACTERISTICS:** Thorough knowledge of investigative techniques used in determining the financial status and resources of individuals; good knowledge of Federal and State Social Services Law as they affect the eligibility for financial assistance; ability to plan, assign, and supervise the work of others; ability to develop effective working relationships with others; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare written material and reports; ability to exercise discretion and sound judgement.

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**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** four (4) years of investigating experience, two (2) years of which were in a supervisory capacity; **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** six (6) years of investigating experience, two (2) years of which were in a supervisory capacity; **OR**
- (C) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university **AND** seven (7) years of investigating experience, two (2) years of which were in a supervisory capacity.

**SPECIAL REQUIREMENTS:** At time of appointment, employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 03/27/02  
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