

COUNTY INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves research and field investigations of employees, individuals and vendors in cases where there are allegations or suspicion of attempted or actual fraud against the County. Incumbents are responsible for gathering evidence and documentation to develop legally acceptable cases and for preparing cases for referral to the Office of the District Attorney or County Attorney for prosecution. The work is performed under direct supervision of the Director of Investigations or his/her designee, with leeway to perform many of the duties and responsibilities. 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 allegations of employee misconduct;

Investigates allegations of Worker's Compensation fraud and abuse;

Investigates complaints charging recipient or vendor fraud in welfare or public assistance programs;

Interviews employees, clients, their relatives, and others to gather information regarding alleged wrong doing, including social service and Worker's Compensation laws;

Makes field visits to question recipient's neighbors, acquaintances, employers and others to secure information for possible prosecution;

Verifies information provided by clients on applications for assistance; verification (may include contacting banks, schools, landlords etc.);

Reviews all records relating to reported suspicions of Worker's Compensation, welfare or public assistance fraud;

Does research into applicable laws, rules and regulations as needed;

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Reviews evidence and discusses the feasibility of prosecution with the Director of Investigations,

Social Services Attorney(s), County Attorney and/or the Office of the District Attorney;

Secures evidence and affidavits as required by the Office of the District Attorney and/or appropriate law enforcement agencies for indictment and prosecution of fraud cases;

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

Answers correspondence and inquiries concerning fraud matters from other governmental agencies;

Assists in preparing cases for court hearings and attends and testifies at court hearings when necessary;

Establishes and maintains cooperative working relationships with others;

Determines value and availability of resources for potential legal actions;

May serve as agency representative at hearings;

Assists in the collection and recovery of monies due the County;

Assists in performing special investigations of a confidential nature, as needed and directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the procedures, practices, and techniques used in criminal investigations; good knowledge of Federal, State and local Social Service Laws, Worker's Compensation Law and related laws, rules and regulations governing these two issues; working knowledge of the Department of Family Services computer programs; working knowledge of procedures of Family, Civil and Criminal Courts; ability to understand, interpret and analyze financial records and reports; ability to analyze facts and utilize them in making judgements

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regarding fraud allegations; ability to communicate effectively both orally and in writing; ability to develop and prepare materials for legal actions according to prescribed methods; ability to deal effectively with people; ability to prepare written reports; good powers of observation and perception; good judgment; and tact.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in criminal justice and two (2) years of experience in field investigations; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of investigative experience, two (2) years of which must have been in field investigations; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Qualifying 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 or similar office in which the candidate was involved in conducting investigations beyond the primary source (i.e. the client). Experience with a law enforcement agency is interpreted to include experience with military police, sheriff's department, state or local police, F.B.I., C.I.A. 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.*

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Last Reviewed: 9/22/99
Jurisdictional Class: competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A