

## SENIOR SOCIAL SERVICES INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position within the Department of Social Services. The work involves research and field investigation of individuals and vendors in cases where there is an allegation or suspicion of welfare or public benefit fraud or misuse of public funds, Child-support Court Order Violations, Domestic Violence, 9.41 and 9.45 mental health Interventions, Casework Assistance in Social Interventions, Child Protective activities and Community Preventive Service Emergencies. Incumbents are responsible for gathering evidence and documentation, including individual's statements to develop legally acceptable cases. This class differs from that of a Social Services investigator in that incumbents are responsible for more complex and special assignments, are assigned more difficult investigations requiring specialized knowledge, skills and administrative responsibilities. In the absence of the Supervising Social Services Investigator, the incumbent may temporarily assume responsibility for overall supervision of the investigations unit. The work is performed under general supervision of a higher level investigator or other administrative person. In carrying out enforcement activities, the incumbent works under the general supervision and direction of a Supervising Social Services Investigator or the Director of Programs, who gives specific instructions and approval of activities to be performed. Incumbents must meet special training requirements as specified by the commissioner of Social Services. Incumbents must be certified in the use of firearms. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and/or performs the investigation of complaints charging recipient or vendor fraud in welfare cases; Performs criminal field investigations in support of the Child Protection Services, Adult Protection Services in cases of Child and elder abuse; Performs mental health field assessments; performs law enforcement safety and risk assessments of all units of the Department of Social Services, contracted employees and other agencies; Determines proper method of social intervention as applicable under various laws and discuss the possibility of placing criminal charges and/or hospital admission documentation with the county prosecutor; Interviews and takes legally admissible sworn statements or depositions from suspects, clients, their relatives and other; Initiates proper procedure to obtain support or gather information concerning violations of the law or initiates social intervention; Secures evidence and affidavits required by the District Attorney for indictment and prosecution, and for the Director of Community Mental Health Services or designee for emergency hospitalization interventions; Prepares detailed reports for each case for submission to appropriate authorities; Attempts to locate missing respondents; Answers correspondence and inquiries concerning assigned investigation matters from other government agencies, beneficiaries and respondents; Assist the Social Services Attorney in preparing agency cases for court hearings; Attends court hearings and presents evidence; Locates and investigates persons under 9.41 and 9.45 of the Mental Health Law and takes appropriate action; May conduct employment background checks for the Department of Social Services and other County departments; Prepares a variety of records and reports associated with law enforcement work; May serve court orders and processes, such as summonses, complaints, subpoenas, income and property executions eviction notices and perform other civil functions; Supervises and coordinates the activities of specialized investigative units or areas such as child support or welfare fraud; Supervises lower level investigators and other staff; Supervises or provides field assistance/protection to other agency staff; Supervises or provides agency building and field security; Assists the Supervising Social Services Investigator with various administrative matters; Performs other duties as assigned by the Commissioner of Social Services or his designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of federal and state social service, public health and related laws and regulations in regard to child support, paternity establishment, desertion, elder abuse, child protection and fraud; Good knowledge of the New York State Penal law, Criminal Procedures law and other applicable laws, regulations and ordinances; Good knowledge of Mental Health law, ordinances and regulations; Good knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and business entities in locating missing persons; Good knowledge of social intervention techniques, safety planning and Domestic Violence regulations; Good knowledge of modern principles; practices and techniques of law enforcement and community policing; Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; Ability to plan and supervise the work of others; 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 judgements in fraud, Domestic Violence, Mental Health, Child Support and Risk Assessment cases; Good knowledge of the local geography; Good powers of observation; Ability to follow and communicate written and oral directions; Sound judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Criminal Justice, Police Science or related field, and (2) one year of investigative experience; Or
- B. (1) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in Criminal Justice, Police Science or related field, or sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences\* and (2) three years of investigative experience; Or
- C. Graduation from High school or possession of a high school equivalency diploma, and (2) five years of investigative experience; Or
- D. An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

NOTE: \*Behavioral Sciences are limited to psychology, sociology and anthropology.

SPECIAL REQUIREMENT:

- 1. Possession of a New York State driver's license
- 2. Possession of a New York State License to carry a concealed firearm.

Adopted 1/23/90

Revised 2/21/02, 4/2/02, 5/23/05; 7/6/05

Reviewed 2/5/09