

SOCIAL SERVICES INVESTIGATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class undergo training in the investigation of welfare fraud and non-payment of support to welfare recipients. Incumbents receive on-the-job training in social services and child support laws and rules, research, field investigation and case preparation techniques while performing limited professional activities under direct supervision. Persons appointed at the trainee level will be advanced to Social Services Investigator without further examination upon satisfactory completion of a one year traineeship. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Studies public assistance and support laws and rules to gain a general knowledge of these regulations and to determine how they relate to specific cases under investigation by the agency; Reviews records of past and present cases to gain knowledge of appropriate regulations and investigative techniques; Assists in the investigation of complaints charging recipient or vendor fraud or in non-payment of support; Participates in interviews of clients, their relatives and others, and assists in initiating proper procedure to obtain support; Participates in field visits to question recipients' neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases; Assists in securing evidence and affidavits required by the District Attorney for indictment and prosecution of fraud support and desertion cases; Assists in the preparation of cases for court hearing and attends court hearings as an observer or participant when necessary; Assists in the preparation of reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons; Working 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 support, desertion and 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; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: Two years of permanent competitive status as a Social Welfare Examiner.

Open-Competitive: Either

A. Graduation from a regionally accredited or New York State registered two year college with an associates degree in Criminal Justice, Police Science, behavioral sciences* 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*; Or

B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience.

C. An equivalent combination of training and experience as indicated in (A) and (B) above.

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

SPECIAL REQUIREMENT: Possession of an appropriate New York State Motor Vehicle Operator's license at the time of an appointment.

Adopted 11/30/83

Reviewed 12/2/97; 6/18/04; 2/5/09; 1/18/10

Revised 2/5/99, 4/2/02