

## CHIEF INVESTIGATOR

(Social Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and coordinating fraud investigation functions in the Social Services Department. Supervision is exercised over subordinate investigators and clerical staff. The work is performed under general direction with wide leeway allowed for developing and implementing investigative procedures for the agency. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Establishes procedures for the intake and assignment of cases;
- Establishes and implements procedures for conducting fraud investigation in the local district;
- Reviews investigation files and forms prior to submitting materials to appropriate authorities;
- Establishes and maintains an effective working relationship with the Court, Probation Department, District Attorney, and other law enforcement officials;
- Oversees and participates in the training of staff in investigation procedures and techniques;
- May act as the representative of the local district in court proceedings or hearings;
- Oversees the gathering of evidence and affidavits required by the District Attorney for indictment and prosecution of cases;
- Assists the Social Services attorney by preparing cases for court hearings;
- Oversees the maintenance of case files;
- Answers correspondence and inquiries from other agencies concerning legal matters;
- Confers with the Social Services attorney and Commissioner of Social Services concerning legal prerogatives available to the agency in specific cases.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of investigative techniques used in determining the location and financial status of individuals; ability to readily acquire knowledge of Federal and State Social Service laws, rules, and regulations as they apply to support, desertion, and fraud; ability to plan, direct, and accept responsibility for the work of others; ability to prepare clear and accurate records and reports; ability to establish effective working relationships with others; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

*Open Competitive:*

- A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice and one year of interviewing or investigating experience;

OR

- B.) Graduation from a regionally accredited or New York State registered two year college with at least an Associate's degree in Criminal Justice and three years interviewing or investigating experience;

OR

C.) Graduation from high school and five years of interviewing or investigating experience;

OR

D.) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/12/89