

SENIOR SOCIAL SERVICES INVESTIGATOR (FRAUD)

DISTINGUISHING FEATURES OF THE CLASS: This is investigative work which involves investigating allegations of public assistance fraud by gathering evidence and documentation and representing the Department of Social Services in court concerning same. The work differs from that of a Social Services Investigator (Fraud) in the assignment of the more difficult and sensitive cases. The work is performed under the general supervision of the Fraud and Fair Hearings Supervisor. Work guidance (e.g. lead work) may be provided to other investigators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates the most difficult allegations of recipient or vendor fraud in public assistance cases by gathering evidence and testimony to either substantiate or disprove fraud complaints;
Obtains statements and affidavits from clients;
Represents the agency in various courts (i.e. Family, Supreme and Justice Courts) as an expert witness to provide case record information and details of investigations;
Maintains liaison with various State legal offices to facilitate investigations of vendor fraud;
Evaluates and determines eligibility of client after allegations of fraud have been substantiated and computes overpayments made to client;
May provide work guidance to other staff members;
May perform field investigations of a limited nature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of investigative techniques used in determining financial practices and status of individuals; good knowledge of Federal and State social services and related laws, rules and regulations concerning support, desertion and fraud; 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of interviewing and/or investigative experience, involving public contact* as a regular aspect of the work.

NOTE:

1. Education beyond high school may be substituted from the experience on the basis of two (2) years of college for one (1) year of experience.
2. An Associate's degree in Criminal Justice, or comparable curriculum, may be substituted for two (2) years of experience.
3. A Bachelor's degree in Criminal Justice, or comparable curriculum, may be substituted for three (3) years of experience.

PROMOTION: One (1) year of permanent status as a Social Services Investigator (Fraud).

*Public contact experience is experience that includes contact with clients, customers, or members of the public that involves persuasion, negotiation, counseling, information-gathering, inspecting, disseminating and/or clarifying information, or similar activities. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.