

## **SENIOR SECURITY SERVICES INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Supervising Fraud Investigator in the supervision of staff and related activities involving fraud investigations for the Department of Social Services. These activities are conducted under the authority of the Department of Social Services by the Security Division, pursuant to a Memorandum of Understanding with the Department of Social Services. Work includes assisting in the development and implementation of policies and procedures for conducting investigations, scheduling and assigning investigations, training and instructing the staff, handling problems, reviewing completed cases and evaluating staff performance. Work is planned and performed in accordance with applicable State and local laws and regulations. Extensive knowledge in the areas of welfare fraud, penal law and the rules of evidence is a prerequisite of the position. This position differs from that of Security Services Investigator in that the incumbent is responsible for supervising subordinate professional, technical and clerical staff. The person in this position also acts as lead investigator on cases. Work is performed under the general supervision of the Supervising Fraud Investigator, Director of Security or the Director's designee. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in establishing and implementing procedures for conducting investigations based on the principles and techniques of investigating and interviewing, the principles of caseload management and all applicable State and local laws;

Assigns work to investigative staff and reviews cases upon completion for thoroughness of investigative work, accuracy and completeness of evidence and documentation;

Instructs investigative staff as to their duties and department procedures and policies through training sessions, on-the-job training, staff meetings and individual assistance as needed to insure the consistent and proper discharge of responsibilities;

Supervises and evaluates the performance of investigative and support staff;

Prepares reports and maintains records of investigations and unit activities as mandated by State and local regulations;

Establishes and maintains effective working relationships with Family Court, Probation Department, District Attorney's Office, Department of Social Services' Legal Division, law enforcement agencies, public and private agencies and industries useful in the conduct of investigations;  
Coordinates the activities of the unit with other units in the Department of Social Services to insure the efficient and productive processing of investigation cases.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the techniques, procedures and sources used in conducting investigations;  
Good knowledge of Federal, State and local laws, rules and regulations as they apply to social services investigations and welfare fraud investigations;  
Good knowledge of the techniques and procedures involved in establishing legal action in court;  
Good knowledge of interviewing techniques;  
Good knowledge of the legal requirements for gathering and reporting evidence for criminal prosecution;  
Working knowledge of the principles and techniques of office management relating to the directing of work, caseload management and supervision of staff;  
Working knowledge of the rules of evidence for court proceedings;  
Ability to establish investigation procedures and guidelines applying to appropriate laws, regulations and department prepares policies;  
Ability to understand, interpret and apply laws, codes and regulations pertaining to the work;  
Ability to analyze findings of investigations and to make appropriate recommendations and decisions;  
Ability to impart knowledge and skills of investigation and interviewing to the investigative staff and to apply these knowledges in decision-making situations;  
Ability to deal with the public in an effective, professional and lawful manner;  
Ability to compile and organize concise, comprehensive and accurate written and oral reports;  
Ability to direct and supervise the work of others.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and either
- 1) two years experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers or
  - 2) two years experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officers and
    - a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course;
- OR
- B) 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 and either
- 1) three years experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers or
  - 2) three years experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer and
    - a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course
- OR
- C) Graduation from high school or possession of an equivalency diploma and either
- 1) four years experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers or
  - 2) four years experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law Council's Basic Course for Peace Officer and

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- a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C).

SPECIAL REQUIREMENTS: Successful completion of a background investigation, drug screening and/or psychological test will be required prior to appointment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of the appropriate level Motor Vehicle Operator's License;
- 2) Possession of a NYS pistol permit.
- 3) Must be approved as a Peace Officer by the Broome County Attorney.