

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 05/09/07
Approved by NYS OTDA: 05/31/07

CONFIDENTIAL SUPPORT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services and involves investigatory work of a specialized nature regarding compliance of respondents with support orders of the Family Court. The work involves the analysis and evaluation of respondent public assistance and non-public assistance payment records against the Court orders rendered on the cases throughout their payment history. Responsibilities include testifying in Family Court regarding an arrears summary or a summary of amounts. Employees in this class prepare such summaries by researching and reconstructing chronologically the payment history of individual cases, and matching such payments to various Court directives. The work requires interpretation of legal documents and making of complex arithmetical computations. Prepares and analyzes a variety of complex financial and statistical reports and records. Work is performed under direct supervision of the Supervisor, Child Support Enforcement, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel. The incumbent trains personnel as required under the Supervisor's direction. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares detailed, complex arrears summaries of accounts for presentation in Family Court, and appears in Court to testify;
Reconstructs support payment histories and matches such histories to various Court directives;
Prepares affidavits for violation petitions submitted by Support Investigators;
Monitors payments on Court orders outside of Oneida County;
Interviews petitioners and respondents regarding discrepancies in figures involving support payments, arrears and orders of support;
Corresponds with various courts, respondents and clients in regard to their case;
Maintains records and prepares reports using all enforcement techniques, as required by State Regulations;
Evaluates cases assigned and takes appropriate enforcement action (i.e.: violation petitions, modification petitions);
Revises and develops improved work procedures and methods, and implements those approved by Supervisor;
Supervises or performs complex account-keeping records and reports, for mathematical accuracy and completeness.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the modern principles, practices and procedures of investigative work; working knowledge of methods used to determine financial status of individuals; working knowledge of accounting principles and practices; working knowledge of the source of financial records such as mortgages, deeds, bank accounts and insurance assets; ability to obtain information through interview and observation; ability to deal firmly and effectively with the public; ability to write clear and comprehensive reports; sound judgment; tact and courtesy; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in social work, sociology, psychology, or criminal justice **AND** one (1) year of experience in claims investigation, one (1) of which was in a supervisory capacity; **OR**
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in social work, sociology, psychology, or criminal justice, **AND** three (3) years of experience in claims investigation, one (1) year of which was in a supervisory capacity.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

Adopted: 03/02/82
Revised: 05/31/96, 09/24/96, 05/09/07