

Jurisdiction: Oneida County  
Jurisdictional Class: Competitive  
Revised: 12/2/96

## **SPECIAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Department of Social Services and is responsible for investigatory work of a specialized nature involving the application of appropriate scientific methods and procedures in the investigation of fraud, or alleged fraud perpetrated by public assistance recipients or applicants. Investigations are carried out under very general supervision and vary greatly from those undertaken by a Caseworker. The position calls for considerable leeway in the exercise of initiative, imagination and judgement. Operates on specific referrals in capacity as Special Investigator. Requires some legal background work insofar as the position requires work with the County Attorney and the Corporation Counsel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Interviews clients, their relatives, friends and other to obtain information and gather evidence concerning the possible violation of State, local and Federal welfare laws in obtaining or attempting to obtain relief;  
Investigates reports of missing persons, and also the alleged neglect of children;  
Recommends arrest and prosecution of violators of the State welfare laws or regulations;  
May contact banks, insurance companies, and other financial organizations to determine available assets and funds of applicants and recipients in cases where alleged fraud is suspected.  
Secures evidence in the form of statements, documents, records and exhibits;  
Contacts and interviews all parties thought to possess information on cases under investigation;  
Visits specific locations to obtain evidence or information; verifies such information through physical checks with local, State and Federal law enforcement authorities where necessary.  
Writes comprehensive reports on all activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the essentials of investigatory work; good knowledge of modern principles, practices and procedures of law enforcement work; working knowledge of Federal and State welfare and other pertinent laws necessary to determine the existence of fraudulent practices; working knowledge of criminal law with particular reference to frauds connected with welfare relief; working knowledge of the city and County and its sociological background; ability to obtain information through interview and observation; ability to understand and execute complex directions; ability to deal firmly but courteously with the public; ability to write clear and comprehensive reports.

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**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree AND one (1) year of law enforcement work, which must have included the investigation of criminal or semi-criminal activities.

**NOTE:** Two (2) years of experience as a social caseworker shall be considered equivalent to one (1) year of law enforcement work.

**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.