

SECURITY SERVICES INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a law enforcement position requiring New York State Peace Officer status. The position involves both criminal and internal investigations; including investigations of applicants, clients and vendors in cases where there is an allegation or suspicion of fraudulently received public assistance. The incumbent is responsible for gathering evidence, documentation and individual's statements, as well as conducting arrests. The incumbent will provide litigation support for the County and prosecuting attorneys, assist in the preparation of criminal cases for the District Attorney's Office for prosecution, and testify in court as well as at the appropriate hearings. The work is performed under the general supervision of the Director of Security Services, and under the direct supervision of the Supervising Fraud Investigator or the Administrative Manager of Security Services allowing for independent judgment in the use of investigative techniques. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates allegations of criminal conduct, accidents and unusual incidents as assigned by the Supervising Fraud Investigator or Administrative Manager of Security Services;

Investigates complaints alleging recipient or vendor fraud in public assistance, medical assistance, food stamps and other related programs;

Interviews recipients, applicants, co-applicants, witnesses, neighbors, employers and others to obtain information and evidence concerning possible violation of Social Services Laws and Regulations;

Makes field investigations to interview individuals and to obtain or verify information and evidence;

Secures evidence and affidavits required by the District Attorney for indictment and prosecution of fraud, support and desertion cases;

Contacts banks, insurance companies, employees and other agencies to determine assets and income of recipients or applicants in cases where fraud is suspected;

Presents pertinent facts and evidence to the Supervising Fraud Investigator for case management;

Provides litigation support for attorneys representing the Department of Social Services;

Assists in preparing cases for court, attends court hearings and testifies in court;

Presents findings of investigations at Fair Hearings;

Answers correspondence and inquiries concerning fraud matters from other government agencies, beneficiaries and respondents;

Interviews Social Services employees to acquire information to support a criminal or civil proceeding;

Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to proper authority;

Conducts comprehensive pre-employment screenings and background investigations;

Arrests offenders and assists in their prosecution;

Performs surveillance as required to document evidence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of law enforcement techniques and procedures used in conducting investigations;
- Good knowledge of Federal, State and local laws and regulations necessary to determine criminal activity associated with the existence of claims, overgrants, and/or fraudulent practices;
- Working knowledge of current methods used in keeping and checking financial records and reports;
- Ability to obtain information through interview and observation;
- Ability to analyze information and evidence;
- Ability to establish and maintain effective relationships with both the public and employees;
- Ability to be courteous yet firm with the public;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare complex investigative reports accurately and concisely;
- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to use and properly care for firearms;
- Good powers of observation;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and either:
 - 1) six months' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; or
 - 2) one year 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 high school or possession of an equivalency diploma 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) 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 successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B).

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; and
- 2) Possession of a NYS pistol permit; and
- 3) Must be approved as a Peace Officer by the Broome County Attorney.

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Updated: 3/14/19, 2/8/23

COMPETITIVE