

FRAUD INVESTIGATOR

Distinguishing Features of the Class: This is investigatory work of a specialized character involving the application of appropriate methods and procedures in the investigation of fraud, or alleged fraud perpetrated by welfare recipients or applicants for relief. Investigations are carried out under general supervision. Duties allow incumbents considerable leeway in the exercise of initiative, imagination and judgment. Does related work as required.

Typical Work Activities:

- Interviews welfare recipients and applicants and their relatives, friends and others to obtain information and gather evidence concerning possible violation of welfare laws and regulations.
- Investigates reports of missing persons, and alleged neglect of children.
- Recommends arrest and prosecution of violators of welfare laws and regulations.
- Contacts 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.
- Makes field visits to obtain evidence or information, verifies information by checking with local, state and federal law enforcement authorities.
- Writes detailed reports on all activities.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of modern principles, practices and procedures of investigative work.
- Ability to readily acquire a knowledge of federal and state welfare and other pertinent laws necessary to determine the existence of fraudulent practices.
- Ability to analyze and evaluate information and evidence.
- Ability to obtain information through interview and observation.
- Ability to deal firmly but courteously with the public.
- Ability to prepare written reports.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school and **EITHER:**

(A) Five years of experience in work relating to an investigation program of which two years must have been in field investigation; **OR**

(B) Graduation from a regionally accredited or New York State registered four year college or university and one year experience in field investigation; **OR**

(C) Any equivalent combination of experience and training, as outlined in (A) or (B).

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's license.

05/23/89

04/10/97

02/05/03

CLASS: COMPETITIVE