

Jurisdictional Class: Competitive
EEO Category: Paraprofessionals
Revised: 01/17/2023

SUPERVISING RESOURCE INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position responsible for supervision in the Resource Unit. The incumbent is responsible for maintaining work standards and handling the more complex cases. Supervision is performed under the direct supervision of the Resource Consultant with leeway allowed for independent judgement. Supervision is exercised over subordinate and support staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Evaluates and reviews job performance of assigned staff;
Reviews work for completeness, accuracy, and timeliness;
Supervises internal agency investigations conducted by the Resource Unit;
Assist in administering and/or revising program policy and procedures;
Handles difficult cases for liens on property, lawsuits and estates as well as other more complex cases;
Collaborates with Attorneys, Insurance Companies, Employers, and clients to obtain information/verification;
Conducts field visits to explain and execute mortgage/liens on properties;
Reviews and approves all mortgages, estate claims and lawsuit liens at initial filing and upon settlement to ensure the County receives the maximum reimbursement;
Completes reports as required;
Assesses client's resources to reduce the need for assistance;
Assists Resource Consultant, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of investigative techniques used in determining the financial status and resources of individuals; good knowledge of Federal and State Social Services Law as they affect the eligibility for financial assistance; ability to plan, assign, and supervise the work of others; ability to develop effective working relationships with others; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare written material and reports; ability to exercise discretion and sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in criminal justice or a closely related field, **AND** four (4) years of investigating experience, two (2) years of which were in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in criminal justice or a closely related field, **AND** six (6) years of investigating experience, two (2) years of which were in a supervisory capacity; **OR**
- (C) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university **AND** seven (7) years of investigating experience, two (2) years of which were in a supervisory capacity.

continued...

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.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/27/2002
Revised: 08/09/2016, 01/17/2020, 01/17/2023