

Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 01/17/2023
Approved by OTDA: 03/12/2008

RESOURCE INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the investigation and verification of information supplied by applicants/recipients for various programs. The incumbent makes initial and follow-up field visits to all applicants to insure and verify factors of eligibility for services. Emphasis is placed on verifying and obtaining facts which support the resources, residency, and household composition data during the investigation process. The incumbent works under the general supervision of higher-level staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes initial home visits to verify residence of welfare applicants and recipients as well as household composition;
Advises agency staff on matters where there has been any resource adjustment of applicants/recipients;
Searches official records in various agencies for legal records such as real property, court reports, and various others are kept to verify information submitted by clients;
Reviews and evaluates all financial documents which include but are not limited to bank accounts, security holdings, life insurance, real estate, and other personal property;
Makes collateral contacts with banks, lawyers, officials of other agencies insurance agents, and others regarding income and resources where necessary;
Interviews and monitors clients for potential resource changes;
Conducts correspondence and keeps records and data as required;
Prepares reports as necessary;
Conducts field investigations;
Maintains detailed case files.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of investigative techniques used in determining the financial status and resources of individuals; working knowledge of Federal and State Social Services Laws as they affect the eligibility for financial assistance; ability to probe and further investigate any details relative to any and all resources that would affect applicants/recipients contacts; ability to prepare and interpret written material; ability to conduct field visits.

MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience examining, investigating, interviewing, or evaluating claims and/or complaints.

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SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. 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: 03/13/1992

Revised: 06/13/1996, 06/18/1996, 08/05/1996, 02/12/1997, 05/21/2001, 02/11/2008, 08/09/2016, 01/18/2018, 01/17/2020, 01/17/2023