

Civil Division: Oneida County  
Jurisdictional Class: Competitive  
Adopted: 03/27/02  
Approved by NYS OTDA: 04/08/05

### **SUPERVISING RESOURCE INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a second line supervisory 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. Does 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 Nursing Home personnel and clients to obtain information/verification;  
Conducts visits to client's homes and/or Nursing Homes to explain and have mortgage/liens signed 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;  
Evaluates client's resources to assist client to utilize available resources and reduce the need for assistance.

**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 and deal diplomatically with the public, subordinates, and other work contacts; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare written material and reports; ability to operate a computer; ability to exercise discretion and sound judgement.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of interviewing or investigating experience; **OR**
- (B) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university **AND** four (4) years of interviewing or investigating experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of interviewing or investigating experience.

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**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Candidates must be a current New York State registered Notary Public at time of application.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will required access to transportation to meet field work requirements in a timely and efficient manner.

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