

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Fraud Investigator	<b>Level:</b> 1
<b>Title Code No:</b> 31113	<b>Salary:</b> \$38,617.00/\$44,409.00 -\$66,136.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Fraud Investigator	<b>Work location:</b> 151 East 151 <sup>st</sup> Street Bronx, NY
<b>Division/Work Unit:</b> Family Services/PATH Intake	<b>Number of Positions:</b> 10
<b>Hours/Shift:</b> Sun. - Thurs. 1PM - 9PM, Tues. - Sat. 1PM - 9PM	<b>Agency Tracking #:</b> 3238 <b>POSITION:#</b> 2392

**Job Description**

The NYC Department of Homeless Services seeks ten (10) Fraud Investigators Level I to work in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City’s intake center serving families with children seeking shelter and services. The selected candidate may be placed in any of these sites. As part of the eligibility process, Fraud Investigator I’s perform a critical function by conducting field investigations throughout the five boroughs in order to gather facts concerning potential alternative housing options relevant to eligibility determinations. These investigations involve interviewing primary tenants and/or collateral sources to ascertain an applicant’s prior housing arrangements, recording findings electronically, preparing completed reports and communicating results to supervisors. In addition, Fraud Investigators I’s also serve applicants in temporary shelter with written appointment notices to contact or return to PATH with outstanding information/documents or to meet with staff, in furtherance of reaching a determination in their THA application. Lastly, the Fraud Investigator Level I serve applicants in shelter with written copies of their eligibility determinations (“4002 Notice of Action”) pursuant to governing rules and regulations.

Candidates must be serving as a permanent Fraud Investigator and/or provide proof of taking the 2016 Fraud Investigator examination in order to be considered for this position. (1373, 1333, 2375, 2392, 2424, 2459, 3102, 3544, 3545, 3582)

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following:
  - a. performing investigations involving criminal and/or fraudulent activities; or
  - b. evaluating credit histories; or
  - c. searching for assets; and/or
  - d. researching, compiling and/or locating evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature involving public or private funds; or
2. An associate degree or 60 semester credits from an accredited college or university, including or supplemented by 12 semester credits from an accredited college or university in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning, and/or law or a related field and one year of satisfactory, full-time experience as an investigator as described in “1” above; or
3. A baccalaureate degree from an accredited college or university; or
4. Education and/or experience equivalent to “1”, “2” or “3” above. Undergraduate college credit can be substituted for experience on the basis of 10 semester credits from an accredited college or university, for three months of full-time experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

Clerical experience in an organization which investigates criminal or fraudulent activities is not acceptable.

**Preferred Skills**

Strong oral and written communication skills. Prior investigative experience. Proficient in Microsoft Office Suite. Able to work independently in a fast-paced social services environment. NYS Driver’s License. Skills: Bilingual

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 10/16/2016

**Post Until:** 11/02/2016

**JVN:** 071-2017-268241

**The City of New York is an Equal Opportunity Employer.**