

**FRAUD INVESTIGATOR**

**Duties and Responsibilities**

This class of positions encompasses work in the performance of difficult investigations pertaining to fraud activities involving social benefit programs or tax laws. There are two Assignment Levels within this class of positions with varying degrees of difficulty and responsibility. All personnel perform related work.

In the Department of Finance only: May incidentally prepare and issue summonses for violations of vehicle parking laws, rules and regulations.

The following are typical assignments within this class of positions.

**Assignment Level I**

**In the Department of Social Services:**

Under supervision with some latitude for independent action or decision, conducts investigations concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination or appropriation of public funds.

**In the Department of Finance:**

Under supervision with some latitude for independent action or decision, conducts civil or criminal investigations of reported or suspected violations of the New York City Tax Laws.

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FRAUD INVESTIGATOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks

In the Department of Social Services and Department of Finance:

Performs investigative and/or field work to ascertain facts and make determinations concerning illegal, fraudulent, unethical or improper activities as directed. May operate a motor vehicle.

Makes referrals to appropriate authorities regarding possible criminal prosecution and appropriate action as mandated by rules, regulations and legislative enactments.

Conducts surveys and formulates plans relative to security matters of agency operations and facilities.

Testifies at hearings and court proceedings.

Performs joint investigations of confidential matters in conjunction with law enforcement agencies at federal, state and local levels such as the Office of the Inspector General/Department of Investigation and all other investigative and/or prosecutorial offices.

Performs surveillances; interviews subjects and/or witnesses; examines and analyzes financial, public and/or agency records; maintains case records; prepares reports; makes recommendations as to appropriate action to be taken following investigation.

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FRAUD INVESTIGATOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

In the Department of Social Services and Department of Finance: (continued)

Maintains cooperative relationships with authorized representatives from federal, state and other municipal agencies regarding investigative, legal and administrative issues and concerns.

Provides training in public funds and tax fraud deterrence, detection and control.

In the temporary absence of supervisor, may perform the duties of that position.

Assignment Level II

In the Department of Social Services:

Under general supervision with considerable latitude for the exercise of independent action or decision, performs work of greater difficulty in the conduct of investigations, projects and studies concerning fraudulent acts of misconduct or criminality relative to the improper application, receipt, dissemination or appropriation of public funds or supervises other staff conducting investigative activities of ordinary difficulty and responsibility; performs one or more of the preceding tasks.

**FRAUD INVESTIGATOR** (continued)

**Assignment Level II** (continued)

**In the Department of Finance:**

Under general supervision with considerable latitude for the exercise of independent action or decision, performs work of greater difficulty in the conduct of criminal or civil investigations concerning reported or suspected violations of the New York City Tax Laws.

**Examples of Typical Tasks**

**In the Department of Finance:**

Investigates backgrounds of suspected or alleged tax violators for use in criminal proceedings and for possible legislative actions.

Performs undercover work and maintains surveillance of activities of suspected tax violators.

Operates electronic surveillance equipment.

Gathers evidence to show probable cause to a judge, in order to obtain search warrants and obtains same in accordance with the laws of search and seizure.

Participates in raids and preserves evidence obtained in such raids.

Subdues and disarms suspects during an arrest.

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FRAUD INVESTIGATOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

In the Department of Finance: (continued)

Books and arraigns suspects before a judge.

Gives expert testimony before grand or petit juries and administrative tribunals related to facts discovered during investigations.

Participates in extensive field activities of cigarette tax and any other tax violations; working around the clock and on rotating shifts. Will be required to be on call 24 hours a day.

Develops and maintains a confidential informant network.

In the temporary absence of supervisor, may perform the duties of that position.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and three years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following: performing investigations involving criminal and/or fraudulent activities; evaluating credit histories; searching for assets; and/or 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

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FRAUD INVESTIGATOR (continued)Qualification Requirements (continued)

2. An associate degree or 60 semester credits from an accredited college, including or supplemented by 12 semester credits from an accredited United States college in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning and/or law or 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
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, for three months of full-time experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

In the Department of Finance:

Employees in this class of positions are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, candidates must be found qualified to serve as Peace Officers.

Candidates must possess a Motor Vehicle Driver License valid in New York State.

Peace Officer eligibility and driver license must be maintained for the duration of employment.

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FRAUD INVESTIGATOR (continued)

Direct Lines of Promotion

From: None

To: Associate Fraud  
Investigator (31118)