

ASSOCIATE FRAUD INVESTIGATOR

Duties and Responsibilities

This class of positions encompasses supervision and/or work of complex difficulty and responsibility in the investigation of 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

Under direction with considerable latitude for individual action or decision, supervises a unit or group of fraud investigation staff engaged in one or more tasks such as the following:

Examples of Typical Tasks

Performing investigative and/or field work to ascertain facts and make determinations concerning illegal, fraudulent, unethical or improper practices, as directed.

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

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ASSOCIATE FRAUD INVESTIGATOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Performing surveillance; interviewing subjects and/or witnesses; examining and analyzing financial, public and/or agency records; maintaining case records; preparing reports; making recommendations as to appropriate action to be taken following investigation.

Conducting surveys and formulating plans relative to security matters of agency operations and facilities.

Testifying at hearings and court proceedings.

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

Performing 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 other investigative and/or prosecutorial offices.

Providing training in the areas of public funds, or tax fraud deterrence, detection and control.

In addition to supervising fraud investigation staff performing the above tasks, performs complex tasks such as the following:

Reviews case records, prepares reports and submits recommendations as to choices to be taken in certain investigative cases.

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ASSOCIATE FRAUD INVESTIGATOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Handles the most sophisticated, complex and hazardous criminal tax investigations.

Operates and maintains the most sophisticated surveillance equipment and supervises fraud investigation staff in the operation of such equipment.

Advises fraud investigation staff on difficult and technical issues relating to investigations.

May operate a motor vehicle.

Assignment Level II

Under direction with wide latitude for individual action or decision, supervises more than one unit or groups of fraud investigation staff engaged in investigation activities as described above.

Examples of Typical Tasks

Interprets policy for the guidance of fraud investigation staff and issues orders and instructions to implement policy.

Serves as case consultant in the investigation of highly complex tax fraud investigations and conducts on site observation of staff performance.

ASSOCIATE FRAUD INVESTIGATOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Prepares reports and recommendations for managerial decision and action.

Plans and coordinates investigation schedules and assignments.

Instructs staff in law enforcement techniques.

Conducts staff meetings and/or briefings on the status of current investigations.

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 five 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 criminal, corrupt, unlawful or unethical nature involving public or private funds, one year of which shall have been in a supervisory or administrative capacity; or
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 three years of satisfactory, full-time experience as described in "1" above, one year of which shall have been in a supervisory or administrative capacity; or

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ASSOCIATE FRAUD INVESTIGATOR (continued)Qualification Requirements (continued)

3. A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience as described in "1" above, one year of which shall have been in a supervisory or administrative capacity; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and have one year of supervisory or administrative experience in the areas described in "1" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in the areas described in "2" above for one year of experience.

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.

Direct Lines of Promotion

From: Fraud Investigator (31113)

To: Administrative
Investigator (M 10020)