

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

Civil Service Title: Associate Fraud Investigator	Level: 1
Title Code No: 31118	Salary: \$55,977.00/\$64,374.00 -\$84,929.00 Frequency: ANNUAL
Office Title: Associate Fraud Investigator L1	Work location: 400-430 East 30 th Street NY, NY
Division/Work Unit: Adults/Adult Family Intake Center	Number of Positions: 1
Hours/Shift: Tues. – Sat. 4pm – 12am	Agency Tracking #: 3246 POSITION:# 3990

Job Description

The NYC Department of Homeless Services (DHS) seeks one Associate Fraud Investigators Level 1 to serve at the Adult Families Intake Center (AFIC) within the Adult Services. The selected candidate will be responsible for the supervision of Fraud Investigators engaged in gathering information/ making determinations of claims to ensure that only eligible families receive temporary housing assistance/shelter. They will be responsible for interpreting policy and procedures for the guidance of Fraud Investigators, and for issuing orders and instructions to implement policy. Additionally, the incumbent will perform joint investigations of confidential matters in conjunction with the Office of the Inspector General, and also prepare reports and recommendations for managerial review. In addition, s/he will assist with the agency mandate of providing a complete investigation within 10 days of applicants submission of an application using Agency resources and providing a determination that can withstand the scrutiny of an appeal through the Fair hearing process which applicants have a right to if denied. S/he will also be responsible for delegating assignments effectively and to supervise staff accordingly.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent 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 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
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 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.

Preferred Skills

Excellent written and verbal communication skills and the ability to manage multiple projects simultaneously and to meet deadlines as required.

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: 10/27/2016	Post Until: 11/15/2016	JVN: 071-2017-269606
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The City of New York is an Equal Opportunity Employer.