

SUPERVISOR OF SPECIAL INVESTIGATIONS

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and administrative position in the Department of Social Services involving responsibility for the activities of the Special Investigations Unit and the Resource Recovery program. The incumbent plans, coordinates, and supervises investigations of alleged fraud and oversees the appropriate recovery of clients resources and assets. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed in setting work priorities and in conducting day-to-day unit affairs. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates and supervises the function of the Special Investigation Unit;
2. Oversees a system of screening and prioritizing and investigating allegations of fraud;
3. Establishes and implements procedures for conducting investigations;
4. Oversees and participates in staff training programs;
5. Oversees and conducts interviews and takes affidavits from clients alleging lost or stolen checks or Food Stamp Authorizations and conducts related investigations;
6. Oversees and represents the unit and the department before the grand jury and in court in fraud prosecutions;
7. Oversees the department's Resource Recovery program;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of investigation techniques, including interviewing procedures and practices; thorough knowledge of Federal and State law, code and policies concerning the provision of Social Welfare Financial programs; good knowledge of other laws, codes and programs relating to the provision of human services; good knowledge of modern principles and practices of supervision; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, understand and analyze complex written information; good powers of observation and perception; initiative, tact, patience; good judgment; physical condition commensurate with the demands of the position.

