



CLASSIFICATION SPECIFICATION

CLASS NUMBER 30142

INVESTIGATOR 2

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Investigator may not perform all of the duties listed. However, performance of the first duty (I) for a minimum of 20% of the time is mandatory for the classification.



Summary of Essential Duties

The primary purpose of the Investigator 2 position is to prepare public assistance fraud cases for scheduled prosecution AND testify in civil and criminal court proceedings. In addition, employee conducts in-house and/or field investigations to gather information, evidence and verifications to substantiate allegations of public assistance fraud and refer cases for county conference, state hearing, collections in small claims court, and/or to in-house legal staff and/or county prosecutor for repayment agreement, prosecution or program disqualification. Employee may also be involved in reviewing and responding to public assistance case information for determination of benefit recovery.

Duties

Frequency: 20% +/- 0%

1. Prepares public assistance fraud cases scheduled for prosecution in civil and criminal court to include all necessary evidence, verifications, prosecution summary, and any other information/documents that are required AND testifies in civil and criminal court proceedings.

Frequency: 50% +/- 10%

- II. Conducts in-house and/or field investigations to gather information, evidence and verifications to substantiate allegations of public assistance fraud and refers cases for county conference, state hearing, collections in small claims court, and/or to in-house legal staff and/or county prosecutor for repayment agreement, prosecution or program disqualification.



Frequency: 10% +/- 5%

- III. Reviews and responds to Income Eligibility Verification System matches (i.e., IEVs) and/or other computer-generated alerts and/or other public assistance case information, determines if overpayment/overissuance has occurred, to include conferring with or obtaining necessary information/verifications from proper parties, and calculates overpayment/overissuance for benefit recovery.

Frequency: 10 +/- 5%

- IV. Interviews clients to negotiate/establish repayment plans AND/OR sets up court ordered restitution payments AND/OR monitors enforcement cases (e.g., repayments or recoupments) and conducts follow-up, and responds to staff, public and client inquiries, complaints and allegations of fraudulent activity.

Frequency: 10% +/- 5%

- V. Generates and maintains computerized and hardcopy records and reports related to all assignments as required. In some county departments of job and family services, will also prepare and serve subpoenas, and/or schedule administrative hearings and send out hearing notices.



**KSA'S FOR THE
JOB CLASSIFICATION OF
INVESTIGATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations; Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Investigation procedures; Social welfare issues; Intermediate mathematical principles; Procedures for determining public assistance program eligibility; Legal procedures.	Typing; Oral communication; Organization; Interviewing; Writing; Computer operations.	Listen for problems or issues and provide responses or explanations; Compile case documentation; Represent agency in civil and criminal court proceedings.
II	Computer operations; Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Procedures for determining public assistance program eligibility; Investigation procedures; Interviewing procedures; Intermediate mathematical procedures; Legal procedures.	Organization; Typing; Oral communication; Writing; Intermediate reading; Interviewing; Public speaking.	Extract information from various sources; Collect data; Listen for problems or issues and provide responses or explanations; Perform intermediate mathematical operations; Answer routine questions/inquiries; Prepare and maintain accurate records; Complete forms; Prepare correspondence; Interview; Handle contacts with outside agencies; Read, copy and record figures; Gather, collate and summarize data; Explain legal or technical issues to others; Explain procedures or situations to others; Use computers; Write reports; Schedule meetings; Search computer database for leads in investigation. Enter data into keyboard (i.e., type).
III	Computer operations; Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Procedures for determining public assistance program eligibility; Intermediate mathematical procedures..	Typing; Oral communication; Organization; Interviewing; Intermediate reading; Writing; Computer operations;	Extract information from various sources; Collect data; Investigate Early Detection and Prevention warnings; Investigate Benefit Recovery Alerts; Complete overpayment reports; Use computers; Perform intermediate mathematical operations; Complete forms; Read, copy and record figures; Gather, collate and summarize data; Perform statistical operations; reports.



<p>IV</p>	<p>Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Investigation procedures; Basic mathematical procedures...</p>	<p>Typing; Organization; Computer operations; Basic mathematical operations.</p>	<p>Use computer; Perform basic mathematical operations; Statistically analyze data; Establish and/or monitor enforcement cases; Complete forms; Read, copy and record figures; Gather, collate and summarize data; Answer routine questions/inquiries; Write reports/</p>
<p>V</p>	<p>Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Program implementation.</p>	<p>Typing; Organization; Computer operations; Oral communication.</p>	<p>Understand manuals and verbal instructions; Generate and maintain accurate computerized and hardcopy records and reports.</p>



Minimum Qualifications

- One year of experience as Investigator 1, 30141 or in a similar position.

- The position requires completion of a two-year technical program in psychology, social work, criminology, law enforcement or a related field. Also requires one year of experience in a position in client services involving the determination of client eligibility for public assistance programs and/or in conducting investigations of public assistance fraud or benefit recovery.

- Or three years experience in a position in client services involving the determination of client eligibility for public assistance programs and/or in conducting investigations of public assistance fraud or benefit recovery.

- One course or six months experience in interviewing techniques, one course or six months experience in typing/keyboarding/word processing, one course or six months experience in business mathematics, one course or six months experience in criminal investigations, one course or six months experience in case preparation techniques, one course or six months experience in criminal court process and procedures, and one course or six months experience in techniques of writing. Also requires one year of experience in a position in client services involving the determination of client eligibility for public assistance programs and/or in conducting investigations of public assistance fraud or benefit recovery.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires little or no unusual physical effort. May occasionally walk, stand, bend, drive automobile, or carry materials weighing less than five pounds. Irrate clients and other persons contacted during the course of the investigation could possibly present possible hazards. However, problems occur infrequently.