

Jurisdictional Class: Competitive  
Adopted: November 3, 1994  
Revised: May 11, 2010

**FRAUD SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for investigating suspected fraud and reviewing client applications to insure accuracy. The work involves research and field investigation of individuals and vendors in cases where there is an allegation or suspicion of attempted or actual welfare fraud. The incumbent is responsible for communicating investigation findings to Social Services staff, gathering evidence and documentation, including individual's statements, for possible referral to the District Attorney's Office. The work includes negotiation of repayment agreements with clients. The work is performed under general supervision with wide leeway allowed for independent judgment in carrying out the details of the work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Conducts Front End Detection interviews on applicants referred by Social Welfare Examiner and verifies information obtained;

Completes validation investigations to verify information provided by applicant/recipient;

Investigates complaints charging recipient or vendor fraud in welfare cases;

Reviews client case records to obtain background information for investigations;

Makes collateral contacts, interviews clients, their relatives, and others to obtain information/evidence concerning violation of Social Services laws or validity of information provided to the Department of Social Services;

Makes field visits to question recipients' neighbors, acquaintances, employers, and others to secure information for the possible prosecution of fraud cases;

Prepares reports for each case documenting all steps taken, visits made, and witnesses questioned, and studies public assistance laws and regulations and the possibility of criminal charges with the District Attorney's Office;

Discusses cases with agency staff in financial assistance sections to gather and verify information;

Secures evidence and affidavits required by District Attorney for indictment and prosecution of fraud cases;

Works with defaulters in making payments and negotiates agreements according to changing personal and financial situations;

Replies to inquiries concerning fraud matters from other governmental agencies, beneficiaries, and respondents;

Prepares cases for Court/Fair Hearings and attends hearings when necessary;

Prepares statistical reports for key supervisors and state agencies;

At the direction of Family Court, installs "sobriety" in client's homes;

Does other related duties as assigned.

## Fraud Specialist

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of Federal, State, and local laws and regulations necessary to determine the existence of claims, overgrants, and fraudulent practices;

Good knowledge of modern investigative techniques;

Working knowledge of current methods used in keeping and checking financial records and reports;

Ability to obtain information through interview and observation;

Ability to analyze information and evidence;

Ability to deal firmly and courteously with the public including potentially hostile and agitated persons;

Ability to communicate effectively, both orally and in writing;

Ability to develop materials for legal actions according to prescribed procedures;

Ability to prepare reports accurately and concisely;

Willingness to be exposed to offensive odors, unsanitary and unsafe conditions during home visits.

### **MINIMUM QUALIFICATIONS:** Either

(a) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Criminal Justice, paralegal, or related field; or

(b) Sixty (60) credit hours from a regionally accredited or New York State registered college or university with at least fifteen (15) credit hours in the behavioral sciences\*; and one (1) year of criminal investigative experience; or

(c) Graduation from high school or possession of a high school equivalency diploma and three (3) years of criminal investigative experience.

**\*NOTE:** Behavioral Sciences are limited to psychology, sociology, criminal justice and related field.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.