



CLASSIFICATION SPECIFICATION

CLASS NUMBER 30141

INVESTIGATOR 1

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) is mandatory for the classification.



Summary of Essential Duties

The primary purpose of the Investigator 1 position is to review and respond to Income Eligibility Verification System matches (i.e., IEVs) and/or other computer-generated alerts and/or other public assistance case information, determine if overpayment/overissuance has occurred, and calculate overpayment/overissuance for benefit recovery.

Duties

Frequency: 50% +/- 15%

- I. 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: 30% +/- 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. 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%

- IV. 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; Social welfare issues; Intermediate mathematical principles; Procedures for determining public assistance program eligibility.	Typing; Oral communication; Organization; Interviewing; Intermediate reading. Computer operations.	Extract information from various sources; Collect data; Investigate Early Detection and Prevention warnings; Investigate Benefit Recovery Alerts; Complete overpayment reports; Perform intermediate mathematical operations; Maintain accurate records; Complete forms; Prepare correspondence; Handle contacts with outside agencies; Read, copy and record figures; Gather, collate and summarize data; Use computers; Enter data into keyboard (i.e., type).
II	Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Investigation procedures; Interviewing procedures; Intermediate mathematical principles; Legal procedures.	Organization; Typing; Oral communication; Writing; Intermediate reading; Interviewing; Public speaking.	Listen for problems or issues and provide responses or explanations; Search computer database for leads in investigation; Prepare and maintain accurate records; Complete forms; Proofread materials; Prepare correspondence; Handle contacts with outside agencies; Explain legal or technical issues to others; Explain procedures or situations to others; Write reports; Explain legal or technical issues to others; Explain procedures or situations to others..
III	Local laws, rules and regulations; Federal and State laws, rules and regulations governing public assistance programs; Investigation procedures; Social welfare issues; Basic mathematical principles.	Typing; Organization; Computer operations; Basic mathematical operations.	Use computers; Perform intermediate 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.
IV	Federal and State laws, rules and regulations governing public assistance programs; Local laws, rules and regulations; Social welfare issues; Program implementation.	Organization; Computer operations; Typing; Oral communication.	Understand manuals and verbal instructions; Generate and maintain accurate computerized and hardcopy records and reports.



Minimum Qualifications

- The position requires completion of an undergraduate core program or a two-year technical program in behavioral science, social science, law enforcement or a related field.
- Or two years experience in position in client services requiring the knowledge and application of laws, rules, regulations, and procedures for determining eligibility for public assistance programs.
- 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, once 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.

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. Irate clients and other persons contacted during the course of the investigation could possibly present possible hazards. However, problems occur infrequently.