

# FINANCIAL INVESTIGATOR Tompkins County

**Classification:** Competitive

**Labor Grade:** 11

**Approved:** 10

**Revised:** 11/75; 7/86; 2/90; 5/91; 7/98; 7/02; 6/05; 3/10/; 8/10

**By:** HH Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Completion of at least two years (60 college credit hours) of study at a regionally accredited or New York State registered college or university; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma; **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience examining, investigating or evaluating claims for assistance (i.e., veterans or unemployment, insurance or a similar program), in the compilation, maintenance, collection or auditing of financial accounts, performing credit investigations, or experience in the human services field determining eligibility for or providing direct client service; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** Because their responsibilities within or in support of the Child Support division will entail access to protected Federal Tax Information, all appointees to this title must pass a criminal history background check. Toward that end, they will be required to provide a complete and accurate history of their residential addresses (on which inquiries to local law enforcement will be based) and to have their fingerprints checked against State and/or Federal criminal databases.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The position involves responsibility for investigating the financial status of individuals to provide for the support of others. Work also includes contacting respondents who become delinquent in making support payments and enforcing support orders. The work is performed under general supervision of the Division's Senior Financial Investigators or other appropriate supervisor as determined by the Commissioner of Social Services with some leeway permitted for the use of independent judgment in the planning and carrying out the details of the work. Supervision may be exercised over the work of clerical staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Contacts individuals, employers, banks, lending organizations and business firms to verify earnings and determine financial ability of those involved in support cases;
- Reviews records of delinquent accounts to determine necessary action;
- Answers correspondence and inquiries concerning support/matters from other government jurisdictions, beneficiaries and respondents;
- Explains court orders and their effects to beneficiaries, respondents, attorneys, and other interested parties;
- Aids beneficiaries to prepare and file petitions to the Family Court;
- Prepares reports of activities for review by superior;
- Appears in Family Court as a representative of the Department or as a witness in support hearings;
- Prepares forms and correspondence needed to process income deduction orders;
- Ensures that records on support cases under investigators' jurisdiction are maintained and are up to date;
- May implement changes in support policy and procedures as required.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods used in determining the financial condition of individuals;

- Good knowledge of the sources of financial records such as mortgages, deeds, bank accounts and insurance records;
- Working knowledge of accounting principles and practices;
- Ability to deal effectively with the public;
- Ability to interview people;
- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgment;
- Physical condition commensurate with the demands of the position.

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