

ASSISTANT PERSONNEL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position assists in conducting confidential investigations of prospective employees. Responsibilities include coordinating and conducting fingerprinting and employee identification procedures and review of documentation relevant to administrative investigations for appointment to any position in the Westchester County service and all of its political subdivisions, which may involve field and office work. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs complex work involved in the identification of candidates through the use of fingerprints using automated and manual systems and retrieves transmitted records used to ascertain suitability for appointment;

Conducts ten-print processing and candidate identification through the operation of a full-functional automated fingerprint identification system;

Prepares and produces employee, vendor and media identification cards;

Reviews and inputs specific alphanumeric data from ten-print fingerprint cards;

Assists in the review and preparation of reports of findings of confidential investigations and discusses information with supervisor;

Enters, retrieves and maintains data using a variety of computerized equipment using spreadsheet, database, word processing and other applications;

Conducts assigned administrative investigations of candidates or appointees to any position in Westchester County, at the request of the Personnel Office involving internal and external investigation work;

Maintains automated and manual records to track and document background investigations, the production of employee identification cards, financial disclosures, drug testing, CDL medical examinations, and other related processes and procedures;

Performs other tasks related to the Civil Service functions of the department, as directed;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques and procedures of conducting investigations; good knowledge of modern office methods utilized in the preparation and maintenance of manual and computerized records; knowledge of the procedures used to input and retrieve data in a computerized system; familiarity with the procedures and legal requirements pertaining to the New York State Civil Service Law; skill in the use of computer applications such as spreadsheets,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

word processing, e-mail and database software; ability to learn to operate an automated fingerprint identification system; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to work cooperatively with others; ability to maintain confidential and essential records and files; willingness to work irregular or inconvenient hours; accuracy; thoroughness; initiative; tact; good judgment; moral integrity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of clerical or staff/administrative support experience, one of which involved customer service functions, and one of which included experience using automated systems such as spreadsheets, word processing, or database applications, etc.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license issued by the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.