

PERSONNEL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Senior Personnel Investigator, an incumbent of this position conducts confidential investigations of qualifications or personal history initiated by examination of applications for Civil Service positions; or by request of the Personnel Office for an administrative investigation for appointment to any position in the Westchester County service, and all of its political subdivisions involving both field and office work. Supervision is exercised over the work of Assistant Personnel Investigator and a small number of clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes administrative investigations of the qualifications of candidates for Civil Service positions, example: Pre-appointment, post audit, special, etc.;

Maintains liaison with County Civil Service Examination Unit, and with investigative departments of outside governmental agencies;

Maintains confidential information and records on all administrative investigations and Veterans Credits;

Supervises clerical staff and inspects completed work of Assistant Investigators; Assists in the security of conduct of examinations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of procedures, methods and techniques of investigations; good knowledge of the New York State Civil Service Laws, Rules and Regulations; ability to plan and carry out an investigation in a quiet and efficient manner; ability to respect confidentially; persistence in following up all leads and sound judgment in weighing evidence uncovered; resourcefulness in making investigations; sound powers of observation and deduction; tact in all contacts made during an investigation; high social intelligence; excellent moral character and habits; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course (a) four years experience in law enforcement, financial record auditing or in investigative work; or (b) graduation from a two year post high school course and two years experience as indicated above; or (c) any satisfactory equivalent combination of the foregoing training and experience.

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

West. Co.
J. C.: Competitive
AVD

Job Class Code: C1163
Job Group: IX