

## SENIOR PERSONNEL INVESTIGATOR

GENERAL STATEMENT OF DUTIES: Manages a comprehensive civil service investigation program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Personnel Officer, an incumbent of this position supervises confidential investigations of qualifications or personal history of applicants for Civil Service positions initiated by review of applications, in accordance with the Civil Service laws, rules and regulations, or by request of the Personnel Officer. Work involves both field and office work in accordance with the Civil Service rules, regulations and laws. Supervision is exercised over the work of investigators and clerical support staff.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements Personnel Office policies and procedures for the administrative investigations of the qualifications of candidates and appointees of Civil Service positions in Westchester County and its political subdivisions involving both internal and external investigative work;

Initiates operating procedures, established by the New York State Civil Service Department, for the administrative investigations of the qualifications of candidates for Civil Service positions, example: pre-appointment, post audit, special, etc.;

Trains staff to carry out these approved procedures;

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 investigators;

Insures security in conducting Civil Service examinations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of procedures, methods, and techniques of investigations; comprehensive knowledge of the New York State Civil Service Laws, Rules, and Regulations; ability to plan and carry out an investigation in an effective and efficient manner; ability to respect confidentiality; persistence in following up all leads and sound judgment in weighing evidence uncovered; resourcefulness in making investigations; observation and deduction; tact in all contacts made during an investigation; excellent moral character and habits; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) eight years experience in law enforcement or in investigative work; or (b) graduation from a recognized college or university with a Bachelor's Degree\* and four years experience as indicated above; and (c) a satisfactory equivalent combination of the foregoing training and experience.

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

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