

SUPERVISING INVESTIGATION AND ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class exercises considerable independence and judgment in planning and coordinating the activities of the Investigation and Enforcement Unit in the Department of Probation. Supervision is exercised over a number of professional and clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Develops management goals, objectives and priorities to ensure the effective operation of the Unit;

Assigns, supervises and evaluates the work of the staff;

Develops and ensures the necessary liaison between the department and various governmental and private agencies involved with unit activities;

Supervises the preparation of periodic financial and administrative reports;

Reviews reports for compliance with applicable laws, rules and regulations;

Reviews and responds to complaints regarding payment of fines, non-support, paternity and restitution cases;

Responsible for default notices and determining who shall be returned to court on a Violation Petition;

Makes analysis of departmental commitments and obligations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of federal, state, local laws and court procedures as they apply to child support, paternity and restitution cases; thorough knowledge of investigative techniques used in determining the location and financial status of individuals; good knowledge of administrative techniques and procedures; ability to plan, direct and evaluate the work of others; ability to communicate effectively both orally and in writing; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and either: (a) seven years of investigating, interviewing or enforcement experience; or (b) Associate's Degree* and five years of the experience as described in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.