

Welfare Fraud Investigator

Dept/Div: HHS

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work investigating cases of suspected fraud, interviewing clients and referral parties, preparing for and testifying in court, handling agency claims, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Financial Assistance Supervisor II.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Conducts criminal investigations and interviews based on alleged or suspected violations of public assistance programs, laws, rules and regulations, ensuring proper application of due process principles.
- Prepares investigative reports along with accompanying exhibits and evidence in sufficient detail to pursue civil and/or criminal administration actions.
- Conducts investigative field work and surveillance working with other local, state or federal agencies as necessary.
- Prepares legal documents, including but not limited to memorandums of law, affidavits, administrative subpoenas, Miranda, Notice of Privacy Practices and search warrants.
- Prepares and handles civil cases and represents county at administrative disqualification hearings and attends criminal court proceedings as requested.
- Conducts interviews and interrogation and obtains signed/sworn statements; obtains and preserves physical and documentary evidence.
- Completes civil process services for Health & Human Services that generates fraud referrals regarding issues with residency, household composition, absent parent, and the purchase and preparation of food.
- Assists other departments and agencies with issues and joint investigations; investigates conflict of interest cases for other counties.
- Responsible for reporting suspected child protection and adult protection issues.
- All other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the rules, regulations and procedures of the financial assistance programs administered by the department; thorough knowledge of the rules and regulations and procedures of the department; general knowledge of the legal practices related to fraud investigations; ability to communicate ideas effectively both orally and in writing; ability to work independently; ability to conduct effective interviews; ability to analyze data, draw conclusions and prepare comprehensive reports; ability to establish and maintain effective working relationships with associates, court system representatives, clients and the public.

Education and Experience

High school diploma or GED and moderate experience of criminal investigative experience in law enforcement with responsibility for independently conducting investigations, determining course of action, obtaining evidence, taking signed-sworn statements and testifying in court or at hearings, or equivalent combination of education and experience. Associates/Technical degree preferred with course of study on criminology, criminal justice, or related field.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires standing, walking and speaking or hearing and occasionally requires reaching with hands and arms, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Merit System Eligibility

Criminal Evidence & Procedure, Civil Procedure, Interview & Interrogation, Report Writing, Case Management & Preparation, Testifying, Search & Seizure Laws, Data Privacy/HIPAA Training

Valid driver's license.