

## SCHOOL INVESTIGATOR

Code No.: 4-09-101

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position, in a school district, is responsible for conducting investigations involving student truancy, falsification of residency, and other school related matters as determined by New York State Education Law. The employee is further responsible for establishing contacts with families in order to promote remedial strategies. The employee reports directly to and works under the general supervision of a Labor Relations Manager or other staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts investigations of truant students, students suspected of falsifying residences, and other school related matters as determined by New York State Education Laws;

Utilizes various means of surveillance techniques when conducting investigations;

Makes field visits to interview neighbors, acquaintances, relatives and others to secure information;

Writes reports for each case describing all actions taken, visits made, results of interviews and surveillance activities, and facts established;

Provides written reports to school districts outlining the status and outcome of investigations;

Conducts home investigations and discusses with families remedial action and strategies;

Attends legal proceedings and provides testimony;

Acts as a liaison between families and school districts to promote proper and legal school attendance requirements;

Confers with school administrators and legal counsel when necessary, and consults with school district personnel regarding attendance reporting systems and irregularities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of investigative and surveillance techniques; good knowledge of proper interviewing techniques as they relate to obtaining information during an investigation; good knowledge of New York State Education Law relating to student attendance, and school district residency; ability to analyze and evaluate information gathered; ability to detect discrepancies in statements and other evidence gathered; ability to understand and interpret written information; ability to conduct investigations independently; ability to assess evidence and draw conclusions; ability to establish rapport with others in order to facilitate the gathering of information; ability to organize and compile concise, comprehensive, and accurate written reports; ability to communicate well, both orally and in writing; ability to keep relevant

information confidential; ability to establish and maintain effective professional relationships; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a high school or equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience as a police officer, insurance investigator, private investigator, truancy officer, or other investigative experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or sixty (60) college semester credits with a major in Criminal Justice or Police Science; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** September 5, 2002