

SENIOR SCHOOL INVESTIGATOR

Code No.: 3-09-117

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This senior level position is located in a school district or Board of Cooperative Educational Services (BOCES) and is responsible for overseeing the work and caseload of School Investigators. The duties also involve 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. This position differs from School Investigator in that it manages caseloads of, manages the daily work of, and assigns work to, School Investigators. The employee reports directly to, and works under the general supervision of a higher level staff member. Lead supervision is exercised over School Investigators. 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.)

Oversees the work of School Investigators and their caseloads;

Assigns cases to School Investigators;

Reviews cases with school district administration and School Investigators on a regular basis;

Reviews School Investigators' incident reports and related paperwork;

Acts a liaison between employing school districts and other local school districts;

Directs the timing and follow-up execution of surveillances;

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;

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;

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.

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 manage and assign caseloads to School Investigators; 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: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time equivalent experience as a police officer, 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 in Criminal Justice, Police Science, or Security Administration, plus two (2) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education 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.

ADOPTED: June 4, 2009

ADDITIONAL INFORMATION:

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.