



## FRAUD INVESTIGATOR

**General Description:** This is an administrative position. The incumbent performs complex tasks that reveal fraudulent or illegal activity related to the receipt of public assistance and child day care services. The Fraud Investigator makes independent judgments following agency practices and procedures and mandated Federal, State, or local laws and policies.

**Organization:** The Fraud Investigator reports to the Budget/Management Analyst and supervises no staff. The incumbent may serve as lead worker to Eligibility Workers.

### Essential Functions:

- Receives, evaluates, tracks, and processes referrals regarding customers who may have received benefits/services fraudulently.
- Conducts an inquiry and investigation, including off-site interviews, into the allegation in an effort to determine intent or no intent on the part of the client in all program areas.
- May determine eligibility for benefits.
- Determines an Administrative Disqualification or refers to the Commonwealth's Attorney Office.
- Works with law enforcement to prepare cases for trial.
- Testifies in court, as needed.
- Interviews customers and witnesses as needed.
- Calculates overpayments when the overpayment is discovered through a fraud investigation.
- Prepares reports.
- Reviews all new policy and procedures.
- Maintains Fraud Free database tracking system.
- Trains other staff in fraud prevention and detection.
- Appeals Coordinator for agency to handle appeals with all related programs.
- Oversees quality assurance of case management services with all related programs.
- Holds regular conferences with supervisor, who is informed of the general status of cases, problems and trends.
- Prepares special and regular reports.
- Serves as a resource to staff by answering questions related to policies and procedures, suggesting effective methods of case management, and providing consultation regarding complex cases.
- Performs audits or assists with audits as assigned.

- Maintains extensive current knowledge of programs and eligibility requirements, financial and non-financial criteria, policies and guidelines as well as current forms, reports and other related documentation required for eligibility determinations.
- Performs related work as assigned.

Hiring range is \$56,409 - \$65,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) (804) 365-6075.