



PRINCIPAL SOCIAL SERVICES INVESTIGATOR (FRAUD) (OC)
NYS #60056020 RC/EL #26025010

Examination to be held **April 18, 2026**; Last filing date **March 9, 2026**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

- 1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Rockland County Department of Social Services.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$41.92 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is advanced investigative work involving oversight and coordination of fraud investigations within the Department of Social Services. The role includes supervising investigative teams, analyzing complex fraud cases, ensuring compliance with federal and state regulations and collaborating with legal offices to support fraud prosecutions. The work is performed under the general direction of a higher-level administrator with wide latitude for independent judgment, and supervision is exercised over lower-level investigators. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

- 1. An Associate's degree in Criminal Justice or comparable degree and four (4) years of paid interviewing and/or investigative work experience* involving public contact**, one (1) year of which must have included the supervision of others; or**
- 2. A Bachelor's degree or higher in Criminal Justice or comparable degree and two (2) years of paid interviewing and/or investigative work experience* involving public contact**, one (1) year of which must have included the supervision of others.**

SPECIAL REQUIREMENT: Possession of a valid driver's license or access to transportation to meet field work requirements in a timely and efficient manner.

*Investigative experience shall have substantially included systematic (e.g., step-by-step) research and/or evaluation of evidence, facts, allegations or other related information pertaining to individuals or organizations.

**Public contact shall be defined as direct contact (e.g., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

TRANSCRIPTS: Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here

<https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>

PRINCIPAL SOCIAL SERVICES INVESTIGATOR (FRAUD) (OC) #60056020 (CONTINUED)

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. Understanding and Interpreting Written Material – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
3. Advanced Investigative Techniques – These questions test for knowledge of the more complicated and technical aspects of field investigations. The questions will cover such areas as: interviewing principles and practices, investigative principles, sources of information and reporting methods commonly used in field investigations, securing statements, rules of evidence and evidence collection, preparing cases for court or legal hearings, and testifying in the courtroom or in hearings. Many of the questions are situational in nature. The questions are generic rather than dealing with investigations in a particular field.
4. Evaluating Information and Evidence – These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.
5. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

TEST GUIDE: A Guide for the Written Test for **Investigators** is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website:

<https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or

RCEXAMS@co.rockland.ny.us.

Civil Service is an Equal Opportunity/Affirmative Action Employer