

## MANAGEMENT ASSISTANT (INVESTIGATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and direction of the Executive Director of the Solid Waste Commission, an incumbent of this class conducts investigations in an effort to detect violations or unethical business practice in the Solid Waste and Recyclables industry and conducts background investigation for persons and entities applying for a license or license renewal. An incumbent of this position shall investigate violations of the Laws of Westchester County pertaining to Solid Waste and Recyclables Licensing (Chapter 826.a) and Dumping on County-Owned Property (Chapter 713). Supervision is not a regular responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains contact and communication with various law enforcement within Westchester County and the surrounding areas;

Conducts detailed background investigations on applicants for Solid Waste and Recycling Licenses and all the principals in an effort to ensure ethical business practices and uncover unethical business practices to ensure that only individuals and companies of good character, honesty and integrity receive and retain licenses to operate in the Solid Waste and Recyclables hauling and disposal industries;

Prepares detailed case reports documenting the findings of background investigations and interviews conducted for each company and Principal under the jurisdiction of the Solid Waste Commission;

Accepts and reviews applications for new Solid Waste Commission permits to operate and licenses and processes renewals in accordance with regulations and departmental guidelines;

Analyzes applicant fingerprint results to identify any criminal history;

Arranges and conducts interviews with the company's principal(s) in response to complaints regarding the company's alleged unethical business activities to determine if violations of law have occurred;

Meets regularly with the Executive Director of the Solid Waste Commission to report issues, possible criminal activities regarding applicant companies or their associates and submit reports for review;

Assists Solid Waste Commission Inspectors with their investigations or inspections of Transfer Stations or sites of possible unlawful hauling activities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures utilized in conducting confidential investigations involving potential or pending civil litigation; good knowledge of the investigative agencies available at local, State and Federal levels; ability to plan and conduct investigations; ability to elicit information through interrogative techniques; ability to prepare detailed reports; perception; thoroughness; resourcefulness; highest integrity; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalent and either: (a) a Bachelor's Degree\* and three years of Law Enforcement experience, one year of which must have been in investigations; or (b) seven years of experience as described in (a), including the specialized experience.

SUBSTITUTIONS: Coursework toward a Master's Degree\* in Criminal Justice may be substituted at the rate of 30 credits per year of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in New York State.

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Job Class Code: E0599  
Job Group: XII