

Assistant Director of Investigations

Position Summary:

The Assistant Director of Investigations will be responsible for assisting the Director of Investigations with developing and implementing policies and procedures regarding investigations, background checks and collections for the NYS Governor's Office of Storm Recovery.

Responsibilities include, but are not limited to:

- Supporting the Director of Investigations as needed in the development and implementation of policies and procedures for handling investigations, background checks and collections.
- Leading fraud investigations independently or with outside vendors.
- Participating in meetings to address issues related to anti-fraud, waste and abuse screening of program applicants and/or collections.
- Working with multiple programs and outside counsel in the collection of funds owed to the program.
- Investigating and reviewing vendor background information.
- Supervising and/or managing staff.

Qualifications:

- Bachelor's degree or advance degree preferred
- Collections, criminal or background investigation experience preferred but not required
- Understanding of the various legal and regulatory issues that can affect an organization
- Excellent business development skills and strong connection to the legal community
- Ability to manage multiple tasks, prioritize changing workloads