

**State of Connecticut  
Department of Social Services  
Job Opportunity**

**CONNECTICUT CAREER TRAINEE/SOCIAL SERVICES INVESTIGATOR**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Date: December 6, 2011

Closing Date: December 14, 2011

The Department of Social Services is presently recruiting for Social Services Investigator position (s) within our Northern Region (Child Support Unit, Client Fraud Investigation Unit and Resources Unit) which consists of the Hartford, Manchester, New Britain and Willimantic Offices. (These positions may be under-filled at the Connecticut Careers Trainee level).

**Open To:** The Public

**Position:** Connecticut Careers Trainee/Social Services Investigator

**Bargaining Unit:** Social and Human Services (P-2)

**Salary:** \$40,149 - \$51,535 (SH-15)  
\$49,149 - \$61,628 (SH-19)

**Location:** 3580 Main Street Harford, CT 06120      699 East Middle Turnpike Manchester, CT 06040  
30 Christian Lane New Britain, CT 06051      676 Main Street Willimantic, CT 06320

**EXAMPLES OF DUTIES:**

Performs investigations to determine financial resources and means of support such as assets and income of absent parents, fathers of minor children, legally liable relatives or clients; determines value of real and personal property; interviews custodial and/or absent parents, alleged fathers, legally liable relatives or clients to obtain information about paternity, income, real and personal assets or location; contacts employers, public and private agencies to obtain location and/or information about absent parents, alleged fathers or legally liable relatives; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares support petitions, show cause applications, motions for modification; serves summons or orders of notice; testifies in court on cases involving support, arrearages or claims for reimbursement; reviews discontinued cases for possible redirection of child support and refund of excess child support monies or recovery of public assistance monies; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required.

**CHILD SUPPORT UNIT**

Secures acknowledgements of paternity or participates in legal proceedings to establish paternity; meets with absent parents and their attorneys in an attempt to negotiate amount of support; secures agreements to support or participates in legal proceedings to establish child and medical support; performs account reviews in accordance with Walters vs. Ginsberg consent decree; audits employer wage withholding for compliance with Beasley vs. Ginsberg lawsuit requirements.

**CLIENT FRAUD INVESTIGATION UNIT**

Determines nature and amount of client overpayment, makes historical changes in Eligibility Management System data base and institutes restitution process through reduction of benefits or billing.

**RESOURCES UNIT**

Prepares and executes Assignment of Interest in claims, estates and other assets; investigates suspected cases of fraud and interacts with Client Fraud Investigation Unit; evaluates need and estimated cost of property repairs; reviews funeral expenses and recommends disposition

**CONNECTICUT CAREERS TRAINEE**

Possession of a Bachelor's or Master's Degree. In specific job areas a degree in a field related to that job area may be required.

**SOCIAL SERVICES INVESTIGATOR**

**Eligibility Requirement:**

Candidates must have applied for and passed the Social Services Investigator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination.

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for the General Experience.
- 2) Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.
- 3) Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.

**Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Delores Atwater, Human Resources Associate  
The Department of Social Services  
3580 Main Street Hartford, CT  
Hartford, CT 06120  
Fax: (860) 566-1768**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE: December 14, 2011 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**