

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY - MIDDLETOWN OFFICE
SOCIAL SERVICES INVESTIGATIONS SUPERVISOR
(CHILD SUPPORT)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date November 22, 2011

Closing Date: December 9, 2011

The Department of Social Services is presently accepting applications for one (1) Social Services Investigator Supervisor position in our Child Support Unit, located in our Middletown office.

Open To: Department of Social Services - Agency Employees Only

Position: Social Services Investigations Supervisor
Position # 34356

Bargaining Unit: Social Services Investigations Supervisor (P-2 SH-23)

Salary Range: \$58,318 - \$ 74,296 annually

Location: 117 Main Street Extension, Middletown, CT

Eligibility Requirements:

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

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques, considerable knowledge of Eligibility Management and CT Child Support Enforcement System; considerable knowledge of paternity and child support issues; considerable knowledge of court procedures and related legal instruments. Must have considerable interpersonal skills, oral & written communication skills and supervisory ability.

Special Experience:

All applicants must have at least one (1) year experience as a working supervisor and policy specialist for a unit of SS Investigators. For State employees, this is interpreted to be at the level of SS Lead Investigator.

Substitution Allowed:

One (1) year of experience as a SS Lead Investigator in the area of Child Support Enforcement may be substituted for the General and Special experience requirements.

Special Requirement:

Incumbents in this class may be required to travel.

Note:

This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials. Forward completed applications to:**

Sandra Washington, Principal Human Resources Specialist

DEPARTMENT OF SOCIAL SERVICES

401 West Thames Street-Unit # 102

Norwich, CT 06360

Fax # (860) 823-3402

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.