

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES LEAD INVESTIGATOR
BUREAU OF CHILD SUPPORT ENFORCEMENT

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

The Department of Social Services is seeking skilled investigation professionals who have a strong desire and aptitude to provide lead investigative support to a team of investigators in the Bureau of Child Support Enforcement (BCSE). These positions are based at five Bureau of Child Support Enforcement (BCSE) field offices and the Central Administrative Office. All positions report to the appropriate Social Services Investigations Supervisor within the Division of Child Support Enforcement. Travel to DSS sub-offices, state courts, as well as to other administrative state agencies may be required.

Open To: Department of Social Services Employees Only

Applicants must have taken and passed the current state of CT examination #141080 (expires 10/27/15) for Social Services Lead Investigator to qualify for this posting. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these vacancies.

Location: Central Office, 55 Farmington Avenue, Hartford (Position# 110570)
Hartford Regional Office, 3580 Main Street, Hartford, CT (Position# 110568, 110567)
Manchester Regional Office, 699 East Middle Turnpike, Manchester (Position# 110566)
Norwich Regional Office, 401 Thames Street, Norwich (Position# 34123)
New Haven Regional Office, 50 Humphrey Street, New Haven (Position# 89686)

Job Posting No: CS-LEADINVEST

Bargaining Unit: P-2

Schedule: Monday – Friday: 8:00am – 4:30pm

Salary Range: \$57,495 to \$71,550 (SH 21)
(promotional formula will be used to calculate salary)

Closing Date: January 27, 2015

Essential Responsibilities:

The Lead Investigator in the **Child Support** unit serves as an acting supervisor and policy specialist for a unit of Social Services Investigators engaged in performing investigations relevant to the enforcement of child support obligations.

Qualifications:

Applicants must demonstrate that they have considerable Investigator skills as well as a thorough understanding of the roles and responsibilities of the SS Investigator, including investigatory methods and techniques, court procedures and related legal instruments; ability to analyze and interpret laws, statutes, regulations, & policies; ability to interpret and utilize system generated reports; extensive knowledge of agency child support policies and procedures; demonstrate ability to effectively train unit employees; significant oral and written communications skills.

Successful applicants must demonstrate that they have effective abilities and skills in a lead role.

Proficiency in the navigation and use of the Connecticut Child Support Enforcement System (CCSES) as well as the DSS Eligibility Management System (EMS) is required. Experience in the use of reporting tools such as Microsoft Excel is preferred.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:

Candidates who meet the above requirements should forward a completed 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 website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail or fax** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and your latest two (2) Performance Appraisals **in duplicate** to:

Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Facsimile (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, JANUARY 27, 2015

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

An Equal Opportunity / Affirmative Action Employer

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