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!

The Department of Social Services is seeking college graduates who have a strong desire to work in the challenging field of child support, fraud and resources investigations. The work environment is rigorous, technical, complex, and fast paced and demands teamwork, reliability, accuracy and precise attention to detail. These positions are based at various DSS offices, reporting to a Social Services Investigations Supervisor or Lead Investigator. Travel on a regular basis to DSS sub-offices, state courts, and state communities as well as to other administrative state agencies is required.

Open To: **The Public - *Applicants must currently have a Bachelor's degree or above to be considered for these opportunities.***

Location: **Various DSS offices throughout the state of Connecticut. Work units include Resources & Recoveries, Fraud Investigations Division and Child Support.**

Job Posting No: **CCTINV**

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

Salary Range:
Bachelor's Degree: SH15 Step 1 $40,512 Annually
Master's Degree: SH15 Step 2 $41,977 Annually
Target Classification (after one year served as CCT from date of hire):
Social Services Investigator (SH19): $49,149 Annually

Closing Date: **Friday, June 7, 2013**

Essential Responsibilities Include:

The CCT's progress will be continuously evaluated during the yearlong training period. Trainees must demonstrate that they have successfully completed all areas of instruction and acquired the necessary knowledge and skills to advance to the Social Services Investigator target classification. While not an exhaustive list, critical skills which must be mastered include:

- ✓ Productive investigatory methods and techniques;
- ✓ Understanding of the steps necessary to secure acknowledgements of paternity;
- ✓ Effective negotiation, interview and writing skills;
- ✓ A sound understanding of the court procedures and legal process and able to provide testimony to the court and at Hearings;
- ✓ Ability to accurately and thoroughly prepare and present court orders and legal documents including arrest warrant applications, liens, mortgages, property transfers, probate actions, summaries, and support petitions;
- ✓ Able to analyze, interpret, apply, and explain legal and policy requirements and procedures to clients, non-custodial parents, legally liable relatives, the general public and others (in writing and verbally);
- ✓ Ability to determine the value of real and personal property
- ✓ Determines, reviews, recovers or modifies amount of support to be paid by legally liable relatives
- ✓ Ability to use various agency specific computer databases and systems

Qualifications for CCT (target class of Social Services Investigator):

Applicants must currently have a Bachelor's degree or above to qualify. A degree in criminal justice or related field is preferred.

Applicants must demonstrate that they have the ability to acquire the knowledge and skills to become an Investigator; are able to understand, evaluate and solve problems by exercising good judgment and reasoning; and demonstrate the ability to read, analyze, interpret and understand written material.

Successful applicants must be self-starters who have effective oral and written communication skills, have excellent time management skills with a high degree of adaptability/flexibility; are able to handle sensitive situations with diplomacy and can demonstrate the ability to build strong working relationships with child support agencies, judiciary and legal representatives, third party providers, and DSS staff.

Proficiency in the use of Microsoft Office products including Office, Excel, Access, and PowerPoint is preferred. An understanding of basic mathematical computations is necessary and will be used on a daily basis.

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

Application Instructions:
If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and **MAIL** your completed application with a copy of your degree(s) to:

Ellen Mantel, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

APPLICATIONS MUST BE RECEIVED BY FRIDAY, JUNE 7, 2013, CLOSE OF BUSINESS

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.