

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

**Social Services Investigator**

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

**Posting Date: April 1, 2011**

**Closing Date: April 11, 2011**

The Department of Social Services is presently accepting applications for Social Services Investigators for Multiple Locations in the Western Region.

**Open To: The Public and State Employees**

**Position: Social Services Investigator (SH-19)**

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

**Salary Range: Connecticut Careers Trainee Range (CCT): (SH-15) \$40,512.00 - \$51,535.00  
Social Services Investigator Range: (SH-19) \$49,149.00 - \$61,628.00**

**Locations: Bridgeport, Danbury, Stamford, Torrington and Waterbury**

**DUTIES/RESPONSIBILITIES:**

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.

**MINIMUM QUALIFICATIONS REQUIRED****KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of investigatory methods and techniques; knowledge of property ownership and personal financial practices; knowledge of economic, social and health problems affecting family security; knowledge of court procedures and related legal instruments; interpersonal skills; oral and written communication skills; interviewing skills; ability to prepare reports; ability to perform arithmetical computations.

**EXPERIENCE AND TRAINING:****CONNECTICUT CAREERS TRAINEE:**

**General Experience:** 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**

**General Experience:** Five (5) years' experience in the investigation of real and personal assets or the determination of client eligibility for public assistance. **Position can be filled at this level only by candidates on a current certification list or through lateral transfer.**

**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.
2. A Master's degree in a related area may be substituted for the General Experience.
3. Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**NOTE:** These positions may be filled by lateral transfer/reassignment, mandatory Reemployment/SEBAC Lists or from existing exam certification lists. **New hires from outside state service must enter at the CCT level.**

**APPLICATION PROCEDURE:** Candidates should complete the State of Connecticut Application Form for Examination and Employment (CT-HR-12). This form can be obtained from the State of Connecticut Department of Administrative Services Human Resources Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). **Due to the large number of applications submitted, we cannot confirm receipt of applications.** Please mail your completed, original State of Connecticut Application (CT-HR-12) to:

**LYNN GELZHEISER, PRINCIPAL HUMAN RESOURCES SPECIALIST**  
Department of Social Services  
925 Housatonic Avenue  
Bridgeport, Connecticut 06606

**Faxed applications cannot be accepted.**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE April 11, 2011, CLOSE OF BUSINESS.**

**An Equal Opportunity/Affirmative Action Employer**