

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

Social Services Investigator

RE-POSTED

Candidates who submitted an application for the May 25, 2010 Western Region posting for Social Services Investigator do not have to re-apply.

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

Posting Date: July 12, 2010

Closing Date: July 20, 2010

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

Open To: The Public and State Employees

Position: Social Services Investigator

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

**Salary Range: Connecticut Careers Trainee Range (CCT): \$40,512 – \$51,535
Social Services Investigator Range: \$49,149 - \$61,628**

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. **These positions can be filled at this level only by candidates on a current examination list or through lateral transfer.**

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 an application for Examination or Employment (PLD-1). The PLD-1 Application Form can 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](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). **Due to the large number of applications received, we cannot confirm receipt of applications.** Please mail your completed, original State of Connecticut Application (PLD-1) 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 Tuesday, July 20, 2010, CLOSE OF BUSINESS.

An Equal Opportunity/Affirmative Action Employer