

**DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY**

**SOCIAL SERVICES INVESTIGATIONS SUPERVISOR  
DIVISION OF CHILD SUPPORT**

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

**Posting Date: August 9, 2012**

**Closing Date: August 17, 2012**

The Department of Social Services is seeking skilled investigation professionals who have a strong desire and aptitude to supervise a team of investigation professionals in the Hartford Child Support Division. These positions are based at 3580 Main Street in Hartford reporting to the Social Services Operations Manager. Travel to DSS sub-offices, state courts, as well as to other administrative state agencies may be required.

<b>Open To:</b>	<b>Candidates on a Current Exam List</b>
<b>Location:</b>	<b>3580 Main Street, Hartford, CT</b>
<b>Job Posting No:</b>	<b>DASSSUPV</b>
<b>Schedule:</b>	<b>Monday – Friday: 8:00am – 4:30pm</b>
<b>Bargaining Unit:</b>	<b>Social and Human Services (P-2)</b>
<b>Salary Range:</b>	<b>\$58,318 – 74,296 annually (promotional formula will be used to calculate salary)</b>

**Applicants must have taken and passed the current state of CT examination #091610 (expires 10/31/12) for Social Services Investigations Supervisor to qualify for this posting. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these vacancies.**

**Essential Responsibilities:**

The Investigations Supervisor in the **Child Support** unit handles all areas of supervisory responsibility for an assigned team of investigators.

**Qualifications:**

Applicants must demonstrate that they have considerable Investigator skills as well as a thorough understanding of the roles and responsibilities of the SS Lead Investigator and SS Investigator including investigatory methods and techniques, court procedures and related legal instruments; ability to analyze and interpret laws, statutes, regulations, & policies; 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 supervisory abilities and skills.

Proficiency in the navigation and use of the Connecticut Child Support Enforcement System 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 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#APPLICATIONFORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATIONFORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please fax or e-mail your completed original State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Ellen Mantel, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106  
Email: DSSrecruitment@ct.gov

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, AUGUST 17, 2012, CLOSE OF BUSINESS**

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