

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES INVESTIGATIONS SUPERVISOR
Office of Quality Assurance - FRAUD DIVISION

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 supervise a team of investigation professionals in the **Fraud Division**. These positions are based at the respective offices noted below 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.

Open To: **State Employees who meet the following eligibility:**

Applicants must have taken and passed the current state of CT examination #091600 (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.

Locations: **Waterbury Regional Office, 249 Thomaston Avenue, Waterbury, CT**
New Britain Regional Office, 30 Christian Lane, New Britain, CT

Job Posting No: **SUPVFR**

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

Salary Range: **\$58,318 – 74,296 annually (promotional formula will be used to calculate salary)**

Closing Date: **August 24, 2012**

Essential Responsibilities:

The Investigations Supervisor in the **Fraud Division** handles all areas of supervisory responsibility for an assigned team of investigators.

Qualifications:

Applicants must demonstrate that they have considerable investigation and research abilities as well as a thorough understanding of the roles and responsibilities of the SS Lead Investigator and SS Investigator including experience conducting fraud investigations and interviews; familiarity with court procedures and related legal instruments; ability to analyze and interpret laws, statutes, regulations, & policies; as well as the ability to handle sensitive and confidential situations with diplomacy. These positions also require effective organization & time management skills with a high degree of adaptability & flexibility. Applicants must be self-starters with the ability to work independently, have strong analytic skills with attention to detail and a record of solid decision making & good judgment. Significant oral and written communications skills are required.

Successful applicants must demonstrate that they have effective supervisory abilities and skills and are capable of providing related staff training.

Proficiency in the navigation and use of the DSS Eligibility Management System (EMS) is required. Experience in the use of Microsoft Office tools such as Word, EXCEL, Access & PowerPoint is preferred.

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 **EMAIL** your completed application to:

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

APPLICATIONS MUST BE RECEIVED BY FRIDAY, AUGUST 24, 2012, 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.