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!

The Department of Social Services is seeking a skilled investigation professional who has a strong desire and aptitude to supervise a team of investigation professionals in the Stamford Child Support Division. This position is based at 1642 Bedford Street in Stamford reporting to the Social Services Operations Manager. Travel to other DSS 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 #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.

Location: **1642 Bedford Street, Stamford, CT**

Job Posting No: **STASSUPV**

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 17, 2012**

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 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 17, 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.