

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
3 SOCIAL SERVICES LEAD INVESTIGATORS
Office of Quality Assurance – RESOURCES DIVISION

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

The Department of Social Services is seeking three (3) skilled investigation professionals who have the training and experience to handle a challenging caseload of investigations in the **Resources Division**. Travel on a regular basis to conduct client field visits, DSS sub-offices, state courts, as well as to other administrative state agencies is required.

Open To: DSS Employees Only

*Applicants must have taken and passed the current state of CT examination #0151390 (expires 10/27/15) for **Social Services Lead Investigator** to qualify for this posting. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these vacancies.*

Location: New Britain Regional Office, 30 Christian Lane #32997
Hartford Regional Office, 3580 Main Street #88197
Bridgeport Regional Office, 925 Housatonic Avenue #32580

Job Posting No: SSLDRES

Bargaining Unit: P-2

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

Salary Range: \$57,495 to \$71,550 (SH-20)

Closing Date: December 26, 2014

Essential Responsibilities:

The Lead Investigator in the **Resources Division** serves as a highly skilled technical resource that handles difficult, unusual or more complex cases and provides functional support to the supervisor as well as serving as a working supervisor when needed or as required.

Qualifications:

The primary responsibilities of this position require that applicants must demonstrate considerable knowledge and skills in resources investigations and be fully versed and proficient in interview and investigation methods & techniques with a thorough understanding of court procedures as well as the preparation of related legal instruments with the ability to effectively train and supervise unit employees in these areas.

Extensive knowledge of and ability to analyze, interpret and apply laws, statutes, regulations, & policies is critical.

Successful applicants must also demonstrate the ability to build strong working relationships with other agencies, judiciary and legal representatives, third party providers, and DSS staff to ensure the alignment and support of business needs, objectives, goals, and operating priorities.

Applicants must demonstrate 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.

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:

Candidates who meet the above requirements should forward a completed 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 website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail or fax** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and two (2) most recent Performance Appraisals to:

Kelly Geary, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Facsimile (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 26, 2014

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

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.