

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES LEAD INVESTIGATOR
Office of Quality Assurance – FRAUD DIVISION**

REVISED WITH THE REMOVAL OF THE NEW BRITAIN LEAD INVESTIGATOR

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 the training and experience to handle a challenging caseload of investigations in the **Fraud Division**. These positions are based at the respective offices noted below reporting to a Social Services Investigations Supervisor. 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: **State Employees who meet the following eligibility:**

Applicants must have taken and passed the current state of CT examination #091590 (expires 10/31/12) for Social Services Lead Investigator 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: Hartford Regional Office, 3580 Main Street, Hartford, CT

Job Posting No: SSLDFR

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

Salary Range: \$51,644 - \$64,488 Annually (promotional formula will be used to calculate salary)

Closing Date: August 24, 2012

Essential Responsibilities:

The Lead Investigator in the **Fraud 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 fraud 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:

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.