

**State of Connecticut
Department of Social Services
Southern Region – Anticipated Job Opportunities**

SOCIAL SERVICES INVESTIGATOR (Resources Unit)

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

Posting Date: March 12, 2008

Closing Date: March 26, 2008

The Department of Social Services is presently recruiting for a Social Services Investigator position to fill one current vacancy in our New Haven Office. This position may also be filled at the Connecticut Career Trainee (CCT) or Social Services Trainee (SST) levels and will be assigned to the Resources Unit.

Open To: The Public and State Employees

Position: Social Service Investigator (SSI)
SH 19 \$46,553 - \$58,372

Connecticut Career Trainee (CCT)
SH 15 \$38,371 - \$48,813

Social Service Trainee (SST)
SH 14 \$36,617 - \$46,617

Bargaining Unit: Social and Human Services P-2

Location: New Haven Regional Office, 194 Bassett Street, New Haven, CT 06511

DUTIES/RESPONSIBILITIES: Performs investigations to determine financial resources and means of support such as assets and income of absent parents, fathers of minor children, legally liable relatives or clients; determines value of real and personal property; interviews custodial and/or absent parents, alleged fathers, legally liable relatives or clients to obtain information about paternity, income, real and personal assets or location; contacts employers, public and private agencies to obtain location and/or information about absent parents, alleged fathers or legally liable relatives; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares support petitions, show cause applications, motions for modification; serves summons or orders of notice; testifies in court on cases involving support, arrearages or claims for reimbursement; reviews discontinued cases for possible redirection of child support and refund of excess child support monies or recovery of public assistance monies; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required.

RESOURCES UNIT: Prepares and executes Assignment of Interest in claims, estates and other assets; investigates suspected cases of fraud and interacts with Client Fraud Investigation Unit; evaluates need and estimated cost of property repairs; reviews funeral expenses and recommends disposition.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of investigatory methods and techniques; knowledge of property ownership and personal financial practices; knowledge of economic, social and health problems affecting family security; knowledge of court procedures and related legal instruments; interpersonal skills; oral and written communication skills; interviewing skills; ability to prepare reports; ability to perform arithmetical computations.

EXPERIENCE AND TRAINING:

General Experience: Five (5) years experience in the investigation of real and personal assets or the determination of client eligibility for public assistance.

Connecticut Careers Trainee/Social Services Investigator (Resources)

Substitution Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2) A Master's degree in a related area may be substituted for the General Experience
- 3) Two (2) years as a Social Services Trainee may be substituted for the General Experience.

SOCIAL SERVICES TRAINEE:

General Experience: Two (2) years experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

CONNECTICUT CAREERS TRAINEE:

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a related field to that job may be required.

SOCIAL SERVICES INVESTIGATOR:

Must have Five (5) years of general experience in the investigation of real and personal assets, or determination of client eligibility for public assistance.

Substitutions Allowed:

College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED SKILLS AND ABILITY: Bachelors Degree in a related field for CCT may be required. Preference given to those applicants with investigations, financial, business, collections or related criminal justice backgrounds.

SPECIAL REQUIREMENTS: Connecticut Driver's License required. Incumbents in this class are required to travel.

SPECIAL EXPERIENCE: Lateral transfers must have at least one-year experience in the Resources Unit.

ELIGIBILITY REQUIREMENTS: Candidates applying for the "SSI" target level class must be eligible and current on the certification list promulgated by the DAS for this job classification. State employees currently holding the above title, or who have previously attained permanent status may apply for lateral transfer and be considered in accordance with the P-2 transfer list. The filling of this position will be in accordance with all State Reemployment, SEBAC, Transfer, Merit Promotional and Certification Rules as mandated.

APPLICATION PROCEDURES: Candidates should complete an Application for Examination of Employment (PLD-1). The PLD-1 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#APPLICATION_FORMS 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 already faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications. Forward completed State of Connecticut Applications (PLD-1) no later than March 26, 2008 to:

**Lori-Anne Hilliard, Human Resources Assistant
Department of Social Services
194 Bassett Street, New Haven, CT 06511
FAX (203) 789-6858**

APPLICATION MUST BE RECEIVED ON OR BEFORE Wednesday, March 26, 2008 CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER