

# Personnel and Civil Service

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## NOTICE OF VACANCY Support Investigator

**Revised 11/08/2023 (1st Issued: 09/13/23).** This work involves responsibility for verifying the absence of a legally responsible relative from a household, locating the individual and assessing the possibility of obtaining reimbursement of funds. There is no responsibility for fraud investigation. The work is performed under general supervision with considerable leeway in carrying out the details of the work. Does related work as required.

The title of Support Investigator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending successful completion of civil service requirements  
**Work Hours:** Full-time, Monday – Friday (35-hour work week)  
**Salary:** \$39,041 (CSEA SG VII); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

### **Minimum Qualifications:**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social sciences, human services or related field; and one (1) year of full-time interviewing or investigating experience or its part-time equivalent involving public contact; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**Promotional Qualifications:** At time of application, candidates must be currently employed AND have **twelve (12) months** continuous **permanent** competitive class **status** as a **Social Welfare Examiner** with the **Tioga County Department of Social Services**.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.

**Apply Online:** <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications will be accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.