

Personnel and Civil Service

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NOTICE OF VACANCY

Social Services Investigator

Date of Issue: 07/29/2024. This position is responsible for investigating individuals and vendors in connection with support of welfare recipients and welfare fraud. The incumbent is involved in field investigations, gathering evidence and documentation, including statements, to develop legally acceptable cases and to prepare and file charges of fraud in courts of competent jurisdiction. May provide *field investigations* to assist in locating individuals involved in support collection cases. Does related work as required.

The title of Social Services Investigator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. *Applicants not currently employed by Tioga County will be subject to a criminal background check.

Status: Provisional, pending successful completion of civil service examination requirements
Work Hours: Full time, days; 35 hours/week
Salary: \$40,212 (CSEA SG VII, base); 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

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.**

Open Competitive Minimum Qualifications (Either):

- a. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Criminal Justice and one (1) year of investigative experience; **OR**
- b. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree and two (2) years of full-time investigative experience or its part-time equivalent; **OR**
- c. Graduation from a standard high school and four (4) years of full-time investigative experience or its part-time equivalent, two (2) years of which shall have been in field investigations; **OR**
- d. An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

Qualification Note: Field investigation experience shall involve traveling to an office, home, place of business or other location deemed important to the investigation to gather information. Work as a police officer performing patrol functions is not considered field investigation.

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.