

Personnel and Civil Service

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NOTICE OF VACANCY

Social Services Investigator (HELP Program)

Date of Issue: 07/24/2026. 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 **Non-Competitive***, requiring applicants to meet minimum qualifications established for the position. A criminal background check** is required.

Status:	Permanent, Probationary
Work Hours:	Full time, 35-hour workweek
Salary:	\$43,934 (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

Open Competitive Qualifications: Either

- 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**
- 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**
- 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**
- An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

(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.)

Promotional Qualifications: At time of application, candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Department of Social Services and must have served continuously on a permanent basis for **twelve (12) months** as a Social Welfare Examiner.

If you were permanently appointed via the New York Hiring for Emergency Limited Placement (NY HELP) program to a qualifying title in the non-competitive class and have served continuously in this title in the required time, you may qualify for this position promotionally.

Special Requirement: Possession of a valid driver's license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform duties occurring during the normal course of work.

APPLY ONLINE: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position is 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.

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

***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.*