

Please Post
NOTICE OF VACANCY
April 23, 2018

TITLE: Investigator, County Welfare Agency

JOB STATUS: Part time 25 hours/week

LOCATION: 83 Spring Street Suite 203, Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Human Services, Division of Social Services

SALARY RANGE: \$20.79 to \$38.05

CLOSING DATE FOR APPLICATIONS: May 3, 2018

TENTATIVE START DATE: To be determined

REQUIREMENTS:

EDUCATION:

Sixty (60) semester hour credits from an accredited college or university.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Two (2) years of work experience that involved either (1) investigations in connection with the prosecution or defense of civil or criminal cases; or (2) investigations concerning compliance with or violations of statutory laws, rules, and regulations; or (3) criminal investigations requiring the use of a variety of investigatory methods and techniques; or (4) securing and verifying information and making determinations or recommendations pertaining to such matters as the eligibility or qualifications of applicants for loans, insurance, credit, employment, entitlement to cash awards or financial benefits, and the adjustment and settlement of insurance claims; or (5) other types of investigations which involved the collection of facts, and obtaining information by observing conditions, examining records, interviewing individuals; and preparing investigative reports of findings.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under direction, without the assumption of legal authority, conducts elaborate, special, confidential, and routine investigations of assigned public assistance cases in which there is an alleged or suspected desertion, fraudulent receipt of assistance, or other violation of federal, state, and county public assistance rules, regulations, or laws; does related work as required.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860