

# Please Post

July 10, 2024

## NOTICE OF VACANCY

**TITLE:** INVESTIGATOR COUNTY WELFARE AGENCY

**JOB STATUS:** Part Time – 25 hours/week

**DEPARTMENT/DIVISION:** Health and Human Services  
Social Services

**STARTING SALARY:** \$25.66 (CWA 12, 50-32)

**CLOSING DATE:** July 21, 2024

**START DATE:** To be determined

### **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.

Receives referrals from the public for households related to potentially fraudulent activity.

Reviews and determines further action on system generated alerts for households receiving benefits.

Utilizes multiple computer systems and communicates with other entities as necessary related to investigations.

Responds to households when questions arise surrounding investigations.

Performs field work as necessary.

Attendance at Fair Hearings before Administrative Law Judge when necessary.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

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

#### **LICENSE:**

Appointee 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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

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

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.