



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

April 8, 2011

POSITION # : 151-02-2354

CLOSING DATE: APRIL 19, 2011

**TYPE OF VACANCY: IM INVESTIGATOR I, BUSINESS OPERATIONS
PROGRAM INTEGRITY UNIT**

SALARY GRADE: 63

ANNUAL SALARY: \$30,805

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License.

PREFERRED EDUCATIONAL REQUIREMENTS: Four-year degree in a Human Services or related field (ex: Social Work, Psychology, Human Services, Sociology, Criminal Justice, etc.); OR a four-year degree (non-Human Service).

MINIMUM EDUCATION & EXPERIENCE REQUIRED: An Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science, or closely related curriculum and one year of experience as an Income Maintenance Caseworker; or graduation from high school and two years of experience as an Income Maintenance Caseworker; or graduation from high school and two years of investigative experience in credit, legal, or law enforcement work plus six months experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of manuals, rules, and procedures used in determining eligibility; considerable knowledge of investigative procedures and techniques; general knowledge of agency's organizational rules, policies, and procedures; general knowledge of the judicial system; good mathematical reasoning and computational skills; ability to recognize, collect, and evaluate evidence to support actions; ability to communicate effectively with applicants, community agencies, law enforcement

...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

agencies, and judiciary personnel to obtain or present pertinent data; ability to maintain effective working relationships with other employees and the general public; and ability to present information orally and in written form.

DUTIES: Work in this class involves special investigation in determining and redetermining eligibility for applicants requesting public, medical, and food assistance through the Department of Social Services. Specific duties include investigation of questionable cases by contacting families, merchants, employers, etc., and to determine if fraudulent or improper eligibility practices have occurred. Contacts are made with magistrates, members of the Sheriff's Department, and district attorneys to initiate procedures of prosecution of fraudulent cases, and determine period and amounts of overpayments made. This person would also perform other duties related to work described.

APPLICATION: All agency employees should contact SHARON YOUNG, at Ext. 2590, or sharonyoung@ccdssnc.com OR MARTA FUSSA, at Ext. 2599, or martafussa@ccdssnc.com All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

Applications can be downloaded at
http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx
and can also be located on the 1st floor of our agency.

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER