#### Avery County Department of Social Services

#### Newland, North Carolina

#### Employment Opportunity

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#### **Position Title and No.: Income Maintenance Investigator II**

 **Will Consider IMC II Work Against Applicants**

#### **Salary Range: IMC II $ 31,062 Investigator II $ 32,954**

### Posting Date: 1/13/2020

##### Closing Date: 1/27/2020

To Apply: Submit a completed PD-107 (state application) to Barbara Jones, Avery County DSS, 175 Linville St. Newland, NC 27657. Unsigned or incomplete applications will not be processed. Resumes will not be accepted in the absence of an application. Applications may be obtained at <http://www.oshr.nc.gov/jobs/general.htm>

**PREFERENCE: Bilingual applicants are preferred**

**Description of Job Duties:** Performs difficult paraprofessional work involving special investigative work in the area of fraud as related to the determination and redetermination of applicants' eligibility for public, medical, or food and nutrition assistance through the Department of Social Services. Work is circumscribed by a variety of federal, state and county court decisions, laws, policies, regulations and procedures. Work is performed under regular supervision.

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Responding to allegations of fraudulent application for public, medical, or food and nutrition assistance from the general public, law enforcement officials, State Office of Personnel and other community and governmental agencies. Researching and compiling information and evidence relating to case including interviewing clients filing allegedly fraudulent applications and other parties who may have relevant information such as neighbors, employers, or landlords. Deciding on a course of action either in dismissing the case, arranging with the client for repayment or presenting the case in an administrative hearing or to the district attorney for prosecution.

###### Educational/Experience Requirements:

**IMC II**

* One year of experience as an Income Maintenance Caseworker

**Income Maintenance Investigator II**

An Associate Degree in Human Services

Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business

Administration, Secretarial Science or closely related curriculum and two years of experience as an

Income Maintenance Caseworker or Investigator; or, graduation from high school and three years of

experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or graduation

from high school and two years of investigative experience in credit, legal, or law enforcement work

plus eighteen months of experience as an Income Maintenance Caseworker or Income Maintenance

Investigator; or an equivalent combination of training and experience

**Knowledge, Skills and Abilities Required:** Thorough knowledge of manuals, rules, and procedures used in

determining eligibility. Thorough knowledge of investigative procedures and techniques. Thorough

knowledge of rules, regulations, policies, and procedures of the judicial system. Good mathematical

reasoning and computational skills. Considerable knowledge of agency's organizational rules, policies,

and procedures. Ability to recognize, collect, and evaluate evidence to support actions. Ability to

communicate effectively with applicants, community agencies, law enforcement agencies, and judiciary

personnel to obtain or present pertinent data, and to negotiate agreement and/or cooperation. Ability to

maintain effective working relationships with other employees, the general public, and the judicial

system. Ability to present information orally or in written form Must possess a valid NC Driver's license.

## An Equal Opportunity Employer