

VACANCY ANNOUNCEMENT

Date: October 20, 2021

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: November 10, 2021

INCOME MAINTENANCE INVESTIGATOR I

Position #: 179-02-308 Salary Grade: 63

Salary Range: \$29,387 - \$37,468 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

This position is responsible for working with considerable independence in investigating alleged fraud and overpayment cases and/or collection of overpayments in all programs administered by the department. This position will receive all referrals and will review client files, determine and make decisions as to the appropriate action to take in resolving the case, determine if errors exist and, if so, determine the cause of the errors. The position represents the department in administrative hearings and in court.

EDUCATION AND EXPERIENCE

Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science or closely related curriculum and one year experience as an IMC I or graduation from high school and two years of experience as an IMC I or an equivalent combination of education and experience.

HOW TO APPLY

A NC PD107 APPLICATION IS REQUIRED.

You may download the PD-107 application from the Greene County site at www.greencountync.gov/departments/human-resources; select DSS & Health PD107 Application or the NC Office of State Human Resources site.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail application and transcripts to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to michelle.shackelford@greencountync.gov.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.