



Beaufort County Department of Social Services
Income Maintenance Investigator II (Program Integrity)

SALARY	See details below	LOCATION	Washington, NC
JOB TYPE	Full Time	JOB NUMBER	113-02-338
DEPARTMENT	Income Maintenance	OPENING DATE	12/21/23
		CLOSING DATE	1/4/23 5:00 PM Eastern

Description of Duties

Please note - all education, including high school and all employment history should be included in the body of the application for the application to be considered complete.

Hiring Rate: \$42,577

Rate after successful completion of 12 month probationary period: \$44,706

Applicants with qualified work against status may be considered at lower salary and grade.

The primary purpose of the Program Integrity Investigator is to educate, prevent, discover and recover overpayments/over issuance in social services programs. The investigator's role is to deter public assistance fraud and to help maintain program integrity. This position is responsible for review of clients' case files to determine if errors exist and, if so, the cause of the errors. Employees initially evaluate case referrals to determine if the referral is valid and whether a more in-depth review is required. Where the cause of the error indicates a potential for client fraud, the employee is responsible for investigating the case to include interviewing the client, clients' employers, income maintenance caseworker referring the case and any other related sources of information. Work requires employees to independently research the case and decide on a course of action either in dismissing the case, negotiating with the client for repayment or presenting the case in an administrative hearing or to the district attorney for prosecution. The investigator is required to have all legal and statutory documentation assembled, prepared and ready for presentation to the court by the district attorney. Employee is also required to monitor clients' repayment of funds and revise or renegotiate payment plans as necessary. The investigator works with a considerable degree of independence investigating alleged fraud in all programs operated by the Beaufort County Department of Social Services. All employees are subject to be called upon to serve as shelter managers in times of natural disaster.

Knowledge, Skills and Abilities

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.

Minimum Training and Experience

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.

Must possess good computer skills and have the ability to learn and adapt to new computer programs in an efficient manner.

Supplemental Information

Please read and complete all sections of the Application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application. Please attach college transcripts.

You can find assistance with creating your account and steps for completing the application process at this site:www.governmentjobs.com/Home/ApplicationGuide

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid NC Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

Beaufort County is an Equal Opportunity Employer

Agency

Beaufort County Department of Social Services

Address

632 West 5th Street

Washington, North Carolina, 27889

Phone

252-940-6034

Website

<http://co.beaufort.nc.us/departments/human-services/social-services>