

**EDGECOMBE COUNTY
DEPARTMENT OF SOCIAL SERVICES
3003 N. MAIN STREET
TARBORO, NC 27886**

**INCOME MAINTENANCE INVESTIGATOR II
165-02-701
FRAUD UNIT
SALARY: \$28,015.00
Posted: Internal, ESC, Edgecombe County Website**

POSITION DESCRIPTION

This position is located in the **Program Integrity Unit**. Position is responsible for investigating alleged Fraud cases and/or collection of overpayments within the income maintenance programs of Edgecombe County Department of Social Services. Work requires review of income maintenance case files and making decisions as to the appropriate action to take in resolving the case. Work also involves working with clients to settle cases out of court and representing the agency in negotiating out of court settlements. A NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) This position performs disaster related duties during emergency disasters and shelter openings. Please note that this position is located in the **ROCKY MOUNT OFFICE**, however, office location may change based on the needs of the agency.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of manuals, rules and procedures used in determining eligibility. Considerable knowledge of investigative procedures and techniques. Thorough knowledge of investigative procedures and techniques. Considerable knowledge of agency's organizational rules, policies, and procedures. Thorough 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 agencies, and judiciary personnel to obtain or present pertinent data and to negotiate agreement and/or cooperation.. Ability to present information orally or in written form. Ability to maintain effective working relationships with other employees and the public.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree in Human Services or closely related field and two years of experience as an IM Caseworker or IM Investigator; or graduation from high school and three years of experience as an IM Caseworker or Investigator; or graduation from high school and two years of investigative experience in credit, legal or law enforcement work plus eighteen months experience as an IM Caseworker or Investigator.

**Application Period: Open Until Filled
Application Deadline: Open Until Filled**

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Nora Harper, Personnel Assistant. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background search is administered for all new hires.

- **Preferences: Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, imaging programs and Windows software including Microsoft Word. Bilingual experience helpful.**

We Support a Drug Free Work Environment. A pre-employment drug screening and criminal background check is required.

AA/EOE