

## INCOME MAINTENANCE INVESTIGATOR II

165-02-701

FULLY QUALIFIED SALARY: \$29,572.00

**Posted:** Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, and Indeed.com

**Note:** Must have worked at least (2) years in an income maintenance program in a Department of Social Services agency in order to qualify as an Income Maintenance Investigator II.

### POSITION DESCRIPTION

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: 02/19/2019 Until Filled**

**Application Deadline: Open Until Filled**

**Application Process:** Interested candidates must complete and submit an Edgecombe County Application. The application may be obtained online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) or from the NC Works Career Center. Send completed application to: Nora Harper, Personnel Assistant, Edgecombe County Department of Social Services at 301 S. Fairview Road, Rocky Mount, NC 27801. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.

**Preferences:** Prefer applicants with computer experience and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply.

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

**AA/EOE**