

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Senior Resource Investigator

GRADE/SALARY: 19W - \$30,358 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the supervision and investigation/verification of information supplied by applicants/recipients for various. The incumbent works with Agency personnel and outside attorneys on the disposition of various pending lawsuits dealing with the resources of applicants/recipients. This class differs from Resource Investigator, by nature of the more difficult degree of tasks assigned, greater independence in carrying out the duties of the position, and the ability to supervise subordinate personnel. Work is performed under direct supervision of higher level staff, with some leeway allowed in carrying out the duties of the job. Supervision is exercised over lower level staff. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

Open Competitive:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field, **AND** one (1) year of field investigation* experience; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or NYS registered college or university, **AND** two (2) years of field investigation* experience.

*Field investigation involves traveling to an office, home, place of business or other location deemed important to the investigation. Data and evidence are gathered from these field visits and statements and/or affidavits from involved individuals and witnesses may be obtained.

Promotional: Candidates must have permanent, full-time competitive status for a period of twelve (12) months as a Resource Investigator in the Oneida County Department of Family and Community Services.

NOTE: Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: December 08, 2021

****Oneida County is an equal opportunity employer****