

NOTICE OF VACANCY

DEPARTMENT: Family & Community Services

TITLE: Support Investigator

GRADE/SALARY: 17W - \$27,836 plus Excellent Benefits

THIS IS A TESTED CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: Responsible for, but not limited to verifying the absence of a responsible person, establishing current location, verifying employment or other source of income, filing all necessary papers to establish or enforce a court order for child support. Services are provided to any person making application as prescribed by law. This position differs from that of Social Service Investigator, in that there is no responsibility for fraud investigation. The incumbent performs related work as required.

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

- (A) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university, of which at least thirty (30) credit hours were completed in social work, sociology, psychology, business management or criminal justice; **OR**
- (B) Successful completion of thirty (30) credit hours at a regionally accredited or New York State registered college or university, of which at least fifteen (15) credit hours were completed in social work, sociology, psychology, business management or criminal justice, **AND** one (1) year of experience examining, investigating, interviewing, or evaluating claims and/or complaints; or in customer service*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience examining, investigating, interviewing, or evaluating claims and/or complaints; or in customer service*.

***Customer Service:** Cashier experience will not be acceptable as a qualification.

NOTES:

- 1. Verifiable part-time experience be pro-rated toward meeting full-time experience requirements.
- 2. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred if qualifying under (A) or (B).

TO APPLY ONLINE GO TO: <https://oneida-portal.mycivilservice.com/>

PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6TH FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED TO:

Oneida County Department of Personnel
800 Park Avenue
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: November 3, 2020

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

10/13/2020