ONEIDA COUNTY GOVERNMENT
NOTICE OF VACANCY

DEPARTMENT: **Family and Community Services**

CIVIL SERVICE TITLE: **Social Services Investigator (NYHELP Program)**

CLASSIFICATION TYPE: **Non-Competitive**

SALARY (GRADE): **$45,864 (23W) Plus Excellent Benefits**

APPLICATION DEADLINE: **December 31, 2026**

APPLY ONLINE*: https://oneida-portal.mycivilservice.com/post/jobopps

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DISTINGUISHING FEATURES OF THE CLASS: Employees in this class investigate cases of alleged welfare fraud and conduct internal agency investigations. The work involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payments, failure to make support payments, and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements to develop cases. The work includes negotiating payment agreements according to individual circumstances. The work is performed under the general direction, with broad discretion permitted in carrying out the details of the work. The incumbent performs related work as required.

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

(A) Possession of Bachelor's Degree; **OR**

(B) Possession of Associate's Degree in criminal justice accounting, business, or a closely related field, **AND** one (1) year of field investigation*, or one (1) year of interviewing or investigative experience involving public contact; **OR**

(C) Successful completion of thirty (30) credit hours in criminal justice, accounting, business or a closely related field at a regionally accredited or New York State registered college or university **AND** two (2) years of field investigation* experience or two (2) years of interviewing or investigative experience involving public contact..

***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 QUALIFICATIONS:

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Senior Resource Investigator or Social Welfare Examiner OR eighteen (18) months as a Resources Investigator** in the Oneida County Department of Family and Community Services immediately preceding the date of this examination

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

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of

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Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.

3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Oneida County is an equal opportunity employer

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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