

**Social Services Investigator**  
**Chautauqua County Department of Mental Hygiene and Social Services**  
**3 Full-Time positions @ 35 hours/week**  
**Salary Range: \$23.59 - \$30.44/hour**

The Chautauqua County Department of Mental Hygiene and Social Services is looking to fill two (2) Full-Time Social Services Investigator positions to work out of the Jamestown, NY office and one (1) Full-Time position in the Mayville, NY office. These positions involve research and field investigation of 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 legally acceptable cases. The work includes attempts to persuade defaulters to make payment and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under general direction with broad discretion permitted in carrying out the details of the work. Does related work as required.

**Typical Work Activities:**

- Investigates complaints charging recipient or vendor fraud;
- Studies public assistance laws and rules and obtains information to determine type of fraud involved and discusses the possibility of placing criminal charges with the county prosecutor;
- Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social service laws;
- Interviews unwed mothers and others to obtain information relative to a determination of paternity;
- Makes field visits when needed to obtain information or documents required for public assistance or other programs administered by the Health and Human Services Department;
- Serves as consultant on investigative techniques, as needed, to other Department of Health and Human Services staff;
- Secures evidence and affidavits required by the District Attorney for indictment and prosecution of fraud, support and desertion cases;
- Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;
- Attempts to locate missing respondents;
- Answers correspondence and inquiries concerning support or fraud matters from other government agencies, beneficiaries and respondents;
- Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Graduation from a regionally accredited or NYS registered two (2) year college with an associate's degree and two (2) years of experience in investigations, confidential inquiries or evaluation of claims in the area of credit, criminal, fraud, insurance, public welfare, or tax.

**Additional Requirement:** Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.