



Human Resources  
Personnel • Civil Service • Employee Benefits

**MONTGOMERY**  
**COUNTY**<sub>NY</sub>  
Made of Something Stronger

Nicole Yaggle  
Personnel Officer

**MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES**

**SOCIAL SERVICES FRAUD INVESTIGATOR TRAINEE-  
PROVISIONAL**

**SALARY: \$38,021**

**DEPARTMENT: SOCIAL SERVICES**

**LAST FILE DATE: 6/18/2024**

**DISTINGUISHING FEATURES OF THE CLASS:** The trainee level is used to recruit candidates to the investigative field who have a career interest in governmental investigations. Trainees receive on-the-job training while performing duties of a limited professional nature. This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payment and/or attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements, to develop legally acceptable cases. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Social Services Fraud Investigator without further examination.. The work is performed under the close and continuing supervision of the Social Services Investigative Coordinator. The incumbent does related work as required.

**RESIDENCY REQUIREMENT:** Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

**PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS**

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college with an Associate's Degree or higher; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in investigations or examining within a public welfare or human services agency, law enforcement agency, credit bureau, bank, insurance company, Internal Revenue Service, Social Security Office, retail audit office or a similar program operating under established criteria for eligibility.

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle Operator's license at time of appointment which must be maintained throughout employment.

**TRAINEESHIP COMPLETION NOTE:** Appointment to this Trainee position leads to appointment in the full title (SOCIAL SERVICES FRAUD INVESTIGATOR) without further examination after successful completion of a one (1) year traineeship.

**\*Provisional appointment pending the successful completion of the Civil Service exam and being reachable on the resulting list\***