



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 INVESTIGATIVE COORDINATOR - PROVISIONAL**

**SALARY: \$54,081 (2025 BASE)**

**DEPARTMENT: SOCIAL SERVICES**

**LAST FILE DATE: 12/27/2024**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves administrative responsibility for coordinating and directing the operations of the Investigations Unit of the Montgomery County Department of Social Services. Under the general supervision of the Commissioner of Health and Human Services, the Coordinator plans and supervises the work of an investigative staff, establishes and implements investigative and unit procedures, interprets and enforces adherence to social services' policies and directives, and coordinates the work of the Investigations Unit with other DSS units and County departments. Work is assigned and reviewed through conference and submission of reports, with leeway given for the exercise of initiative and independent judgement within defined policies and goals. This position involves the coordination of research and field investigation in cases where there is allegation or suspicion of improper amounts of payments, failure to make support payments and attempted or actual welfare fraud along with the coordination of evidence gathering and documentation to develop legally acceptable cases. Supervision is exercised over employees assigned to the Social Services Investigation Unit. Incumbents may be required to successfully pass a background check. 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 four-year college or university with a Bachelor's Degree in Criminal Justice and two years of experience in Investigative or collection work experience related to either welfare fraud, financial, criminal, insurance, private civil matter or closely related area which involved public contact, Law enforcement experience or Public assistance/income maintenance work experience; OR

- B. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Criminal Justice and four years of experience as described above; OR
- C. Graduation from High School or possession of a High School Equivalency Diploma and six years of experience as described above.

**SPECIAL REQUIREMENT:** Possession of a clean and valid York State driver's license at time of application which must be maintained throughout the course of employment.

**\*\*Provisional Appointment pending successful completion of the civil service examination and being reachable on the list\*\***

**Applications are available online at: [www.co.montgomery.ny.us](http://www.co.montgomery.ny.us). Completed applications must be received by the last file date.**