MONTGOMERY
C O U N T Y NY
Made of Something Stronger

Human Resources

Personnel ◦ Civil Service ◦ Employee Benefits

Nicole Yaggle

Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

SUPPORT INVESTIGATOR-PROVISIONAL

SALARY: $39,113

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 10/4/2023

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for locating individuals legally responsible for the support of public assistance recipients, assessing the possibility of obtaining reimbursement of funds for a social service agency, and attempting to secure a mutually agreeable payment schedule. This position does not normally involve any field- work as part of the investigative process. The work is performed under general supervision from either a higher- level Investigator or the Coordinator of Child Support Enforcement allowing incumbents considerable leeway in carrying out specific tasks. 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.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in a Montgomery County Department and must have served continuously on a permanent basis for 12 months as a Social Welfare Examiner or a Senior Account Clerk Typist; OR 24 months as an Account Clerk Typist.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school and two (2) years of interviewing or investigating experience involving public contact; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in criminal justice; or

C. An equivalent combination of training and experience as stated in A and B.

** Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list**

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.